



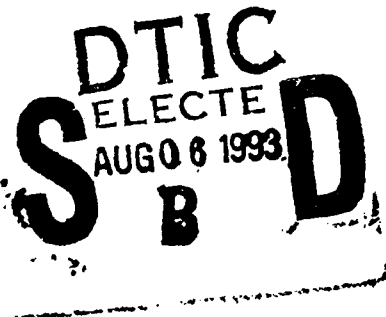
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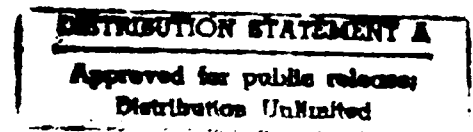
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Management and Operation of Armed Forces Radio and Television Service (AFRTS)



February 1988



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DoD 5120.20-R
February 1, 1988

FOREWORD

This DoD Regulation is issued under the authority of DoD Directive 5120.20, "American Forces Radio and Television Service (AFRTS)," December 23, 1980. It establishes procedures for the administration and operation of all Armed Forces Radio and and Television outlets.

This Regulation supersedes Enclosure 3 of DoD Directive 5120.20 and any prior issuances of the AFRTS Broadcast Center publications heretofore commonly referred to as DP-1, DP-2, and DP-3. These publications have been renamed, respectively, as "AFRTS Program Materials," "AFRTS Mini-TV Handbook," and "AFRTS Telecommunications Circuit Management." These publications are published separately by AFRTS-BC whenever required to update, and shall be utilized as Appendixes F, G, and H, respectively, of this Regulation. With the publication of this Regulation, any still existing copies of the (draft) manual DoD 5120.20-M (Parts One and Two) should be discarded.

This Regulation applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff (OJCS), the Unified and Specified Commands, the Defense Agencies, and activities administratively supported by OSD (hereafter referred to collectively as "DoD Components").

This Regulation is effective immediately and is mandatory for use by all DoD Components. The Broadcasting Services of the Military Departments and Heads of DoD Components may issue supplementary instructions when necessary to provide for internal administration of this Regulation within their respective Departments and/or Components.

Send recommended changes to this Regulation through channels to:

Director
American Forces Information Service
601 N. Fairfax St.
Alexandria, VA 22314-2007

DoD Components may obtain copies of this Regulation through their own publication channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

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REFERENCES

- (a) DoD Directive 5120.20, "American Forces Radio and Television Service (AFRTS)," December 23, 1980
- (b) DoD Directive 5035.1, "Fund-Raising Within the Department of Defense," April 7, 1978
- (c) DoD Directive 4100.15, "Commercial Activities Program," August 12, 1985
- (d) DoD Instruction 4100.33, "Commercial Activities Program Procedures," September 9, 1985
- (e) DoD 4140.17-M, "Military Standard Requisitioning and Issue Procedures," January 1984
- (f) DoD 5122.10-STD-1, [Joint Work-Force Standards] "American Forces Radio and Television Broadcast Operations," May 1982
- (g) DoD 5122.10-STD-2, [Joint Work-Force Standards] "Armed Forces Radio and Television Broadcast Engineering and Maintenance," June 1985
- (h) DoD Directive 4000.19, "Interservice, Interdepartmental, and Interagency Support," October 14, 1980
- (i) DoD Instruction 7935.1, "DoD Automated Data Systems Documentation Standards," September 13, 1977
- (j) DoD Directive 5200.28, "Security Requirements for Automatic Data Processing (ADP) Systems," December 18, 1972
- (k) DoD Directive 5400.11, "Department of Defense Privacy Program," June 9, 1982
- (l) DoD Directive 5535.7, "License Agreements with Foreign Performing Rights Societies," November 1, 1985
- (m) DoD Directive 5515.8, "Single-Service Assignment of Responsibility for Processing of Claims," June 3, 1987
- (n) DoD Directive 5122.10, "American Forces Information Service," July 23, 1987

INTRODUCTION

ARMED FORCES RADIO AND TELEVISION SERVICE (AFRTS)

AFRTS is an activity of the American Forces Information Service (AFIS) under the direction of the Assistant Secretary of Defense for Public Affairs (ASD(PA)).

The AFRTS mission is to provide radio and television information and entertainment programming to DoD personnel and their family members stationed overseas or at sea where English language broadcast service is unavailable or inadequate. The programs are representative of those seen and heard in the United States, and are provided without censorship, propagandizing, or manipulation of content. They help sustain morale, and thereby enhance readiness, while supporting DoD internal information themes by including appropriate spot announcements.

Programs are provided to the AFRTS audience through land stations and deployed Navy, Military Sealift Command, and Coast Guard ships. Some land-based outlets are organized as regional networks to serve specific geographic areas; others consist of small, closed-circuit Mini-TV installations providing service to remote and isolated locations where normal AFRTS service is unavailable.

All programs are negotiated for, procured, and distributed by the AFRTS Broadcast Center (AFRTS-BC) in Los Angeles, CA. There are four distinct categories of program service as follows:

RADIO BROADCAST

AFRTS-BC distributes international, national, and military radio news as well as special events coverage, news analysis and commentary, public affairs material, and play-by-play sports. AFRTS-BC uses satellite, cable, and short-wave facilities to provide this service 24-hours per day, seven days a week. News programs are provided directly from the major U.S. commercial and public radio networks, including ABC, CBS, NBC, MBS, National Public Radio, Associated Press Radio Network, and United Press International Radio Network. In addition to these audio services, AFRTS-BC provides teletype news copy from the radio wires of AP and UPI. AFRTS-BC exercises no control over the content of this material, but deletes commercials and replaces them with DoD internal information and public service spot announcements and other "spot" announcements of interest to DoD personnel and their family members.

RADIO ENTERTAINMENT

AFRTS-BC distributes some radio entertainment programs produced "in house," while others are acquired from commercial and public service radio syndicators. These entertainment programs are placed into weekly program units and mailed to each authorized AFRTS outlet. These packages also contain the most popular new recordings in various music categories for use by outlets in producing local radio programs.

TELEVISION SATELLITE

The television equivalent of the radio Broadcast Service is the AFRTS Satellite Network (SATNET) that each day provides 24 hours of news, sports, special events, news feeds and timely entertainment programming to SATNET-equipped AFRTS outlets. AFRTS-BC removes all commercial announcements from these programs and, during half of each hour, replaces them with appropriate DoD internal information or public service announcements. During the other half of each hour, the commercials are replaced by a variety of visuals and music that may be aired as presented or replaced in the field by locally-produced command information spot announcements. SATNET draws from the programming offered by ABC, CBS, NBC, CNN, PBS, ESPN, USA Network, and other sources available to AFRTS-BC through either fiber-optic circuits or satellite reception.

TELEVISION ENTERTAINMENT

Most television entertainment programs are non-timely and therefore are delivered to AFRTS outlets via weekly program units on videocassette. Affiliates without SATNET capability also receive news, sports, and timely entertainment programs on videocassette via priority mail shipments either from AFRTS-BC or from specially-designated SATNET duplicating facilities overseas. Also included in the weekly program units are non-timely information and sports programs, feature films, and filler materials. Weekly AFRTS television units over a year's time will include over 90 percent of the programs rated in the "Top 65" Neilsen survey list. They are distributed through a complex system of worldwide program circuits, eventually returning to AFRTS-BC for erasure.

Program owners and syndicators make their products available to the AFRTS audience at a mere fraction of the cost that would be paid by commercial radio or television stations. Many programs are provided free of charge. Through the generous cooperation of performing guilds, unions, and federations dating back to World War II, AFRTS-BC is not charged any performance rights or residual fees for the programs it distributes. Acquisition costs, if any, cover administrative handling and broadcast rights.

CHAPTER 1

General Information and Background

1-100 Mission

The mission of the Armed Forces Radio and Television Service is two-fold: a) to provide U.S. military commanders overseas and at sea with sufficient electronic media resources to effectively communicate DoD, Service-unique, theatre, and local command information to personnel under their command, and b) to provide U.S. military members, DoD civilians, and their families stationed outside the continental United States (CONUS) with the same type and quality of American radio and television information and entertainment that would be available to them if they were in the CONUS.

1-101 Policy Guidance

General overall policy guidance concerning AFRTS is contained in DoD Directive 5120.20 (reference (a)). Policy guidance is developed and issued by OASD(PA)/AFIS, and carried out by the Broadcasting Services of the Military Departments (Army, Navy, Air Force).

1-102 Organizational Relationships and Responsibilities

1. The Assistant Secretary of Defense (Public Affairs) (ASD(PA)) provides policy and operational direction for the management and operation of AFRTS.

2. The American Forces Information Service (AFIS) develops standard procedures and policies for the management and operation of AFRTS. It ensures that a free flow of information and entertainment programming is provided to overseas military personnel, DoD civilians, and their family members without censorship, propagandizing, or manipulation. It establishes standards for the training of personnel involved in AFRTS operations and maintenance and issues policy direction.

3. The Armed Forces Radio and Television Service Broadcast Center (AFRTS-BC), Los Angeles, CA, negotiates with the U.S. commercial broadcast industry and other sources of radio and television programs to be used by AFRTS outlets, and then provides this programming to the outlets by satellite, cable, shortwave, or mail. A field activity of AFIS, AFRTS-BC is the only source authorized to procure commercial programming for distribution to AFRTS outlets.

4. The Television-Audio Support Activity (T-ASA), Sacramento, CA, is the defense activity designated to procure and issue "off the shelf" state of the art commercial radio and television broadcast equipment to AFRTS outlets. T-ASA issues technical guidance on the use and maintenance of AFRTS broadcast equipment and provides on-site engineering studies and equipment installation assistance when requested to do so by the requiring activity. T-ASA acts as the commodity manager for the life-cycle management of AFRTS equipment systems, including end items, repairables, and consumables. T-ASA is a field activity of the U.S. Army Information Systems Command (USAISC).

5. The Secretaries of the Military Departments shall provide, through their AFRTS centralized management elements (the Broadcasting Services), all personnel, financial, engineering, maintenance, and logistic resources required to establish, manage, control, operate, and maintain AFRTS outlets under the cognizance of their Department. This includes budgeting and planning for the FYDP outyears. In accordance with DoD Directive 5035.1 (reference (b)), they shall also negotiate Interservice Support Agreements (ISSA's) wherever an AFRTS outlet serves personnel of more than one Service. ISSA's shall normally be negotiated at the lowest feasible level. Those that cannot be agreed upon at any feasible level before reaching the Military Department Secretary level shall be adjudicated, in coordination with the Secretaries involved, by the Director of AFIS. The Secretaries are also responsible for ensuring that nothing inhibits the free flow of radio and television information and entertainment programming and Service-unique information to overseas military personnel, DoD civilians, and their family members.

6. The Broadcasting Services. The Army Broadcasting Service (ABS), the Navy Broadcasting Service (NAVBCSTSVC), and the Air Force Broadcasting Service (AFBS) provide the centralized management element within their respective Military Departments for the operation and maintenance of AFRTS outlets under the control and jurisdiction of their Military Department. The Broadcasting Services are responsible for the centralized management of all AFRTS assets (personnel, equipment, financial resources) within their Military Department. ABS operates under the aegis of the Office of the Chief of Public Affairs, Secretary of the Army (SAPA); NAVBCSTSVC operates under the Chief of Information, Department of the Navy (CHINFO); and AFBS operates under the Air Force Service Information and News Center (AFSINC), Secretary of the Air Force Office of Public Affairs (SAF/PA).

7. The Commanders of Unified and Specified Commands shall annually provide AFIS and AFRTS-BC a list of any subjects considered sensitive to the governments of the host countries in which Unified and/or Specified Commands are located and AFRTS outlets are operating. Commanders of Unified and Specified Commands shall ensure that nothing inhibits the free flow of news, information, and entertainment programming to the AFRTS audience. They shall adhere to AFIS broadcast policy that prohibits censorship, propagandizing, or manipulation and which mandates that overseas DoD personnel and their family members are entitled to the same type of news, information, and entertainment programming as their fellow citizens in the United States. They will also maintain close contact and coordination with U.S. Embassy and/or Country Teams, as required, to negotiate agreements or memorandums with host countries for establishing and/or operating of AFRTS outlets. Upon request, the Director AFIS shall conduct any other negotiations with host governments required for the successful continued operation of AFRTS outlets. Negotiations with host governments for local reception and broadcast of SATNET programming shall be handled by AFIS representatives with assistance from Unified and/or Specified Commanders.

CHAPTER 2

Procedures

2-100 Establishing an AFRTS Outlet

1. In accordance with the policies established herein, a shore based AFRTS outlet (radio and/or TV) may be proposed anywhere outside the CONUS where U.S. military personnel are stationed on permanent duty, if a valid requirement for such a communication medium can be demonstrated and concurrence of the host-government can be obtained.

2. When a decision has been made to request an AFRTS outlet, the local Commander shall forward the request, through the chain of command, to the Military Department Broadcasting Service that has geographic area responsibility. The Broadcasting Service headquarters shall then determine whether funds, personnel, equipment, and administrative and logistic support can be made available for establishing the outlet before endorsing the request and forwarding it to Director, AFIS, for approval or disapproval. Each request shall include the following supporting data in the following order: (a) Broadcasting Service forwarding letter with recommendation, (b) letter of Request from local Commander, (c) Chain of Command endorsements, (d) items 3.a. through k., below. While initiating and forwarding the request, the local Commander must also keep the appropriate Unified and/or Specified Command advised.

3. Any request for establishing an AFRTS outlet (Radio, Television, Mini-TV, Mini-TV Share, SATNET) must contain the following information:

a. Number of military personnel (by branch of Service), DoD civilian personnel, and family members who will benefit by receiving AFRTS programming.

b. Amount and format of English language radio or TV presently available, if any.

c. Designation of the military activity that will exercise immediate control over the outlet.

d. Proposed capability of outlet and physical location (give global map coordinates if possible and detail any security considerations). Also provide proposed power output and antenna radiation pattern, if radiating.

e. Staffing plan for the outlet, according to appropriate workload standards, including the number of military and civilian personnel required for operating and maintaining the outlet.

f. Financial plan -- estimated cost of initial equipment, who will fund program start-up costs, estimate of annual physical facility and/or utilities costs, estimate of annual operation and/or maintenance costs, plus a copy of the DD-2137 Resources Addendum. Because of the DoD move to the bi-annual budgeting cycle, the requesting Major Command must be prepared to pay start-up and operating funds for 2-3 years, until the geographical area manager can budget for such requirements at the next available opportunity.

g. Desired "on-air" date.

h. Copy of frequency allocation authorization or other suitable documentation, if radiating a signal.

i. Copy of agreement with the host-government. If a formal written agreement has not yet been negotiated, a Memorandum of Understanding (MOU) or Record from the U.S. Embassy or U.S. Country Team will suffice.

j. Appropriate documentation in compliance with DoD Directive 4100.15, and DoD Instruction 4100.33 (references (c) and (d)), when applicable.

k. A completed form DD-2137, AFRTS Outlet and/or Network Registration.

l. In the event the command requesting an outlet desires AFRTS service before funding and personnel can be obtained through the Program, Planning, Budgeting System process by the geographical manager, the requesting command is responsible for providing such resources including those for all authorizations (military and civilian).

4. In considering any request for a new outlet, the following criteria shall apply:

a. An outlet in a foreign country shall abide by all existing treaties, agreements, or regulations. Outlets located where rules of the FCC apply shall not cause interference, as determined under the rules of the FCC, to any commercially licensed broadcast station.

b. An outlet normally shall not operate in the United States. Exceptions will be based on the physical location of the installation/activity requesting service and the availability of existing commercial English language radio and television service. These exceptions will be considered on a case-by-case basis if it is determined by the requesting organization and the appropriate Military Department Broadcasting Service that a valid requirement exists.

c. An outlet shall not be established when English language commercial, public, or Government radio and/or television programs are adequate. The Director, AFIS, will make the final determination of adequacy based upon recommendations from the requesting command and the Military Department Broadcasting Service involved.

5. For new outlets requiring AFRTS program materials, the Military Department Broadcasting Services shall furnish the Director, AFIS, and the appropriate Unified and/or Specified Command, an advisory at least 90 days prior to the planned "on-air" date, and an updated advisory 30 days prior to the firm "on-air" date.

6. While the AFRTS Broadcast Center is responsible for financing programming services, funds may be provided to AFRTS-BC for new programming services requested by the Military Departments (Broadcasting Services). Normal bi-annual budgeting policy is for the requesting Military Department to provide funds for programming services for the first 2-3 fiscal years (prorated for

anything less than a full calendar year in the first fiscal year), until the AFRTS-BC can assume the programming costs.

2-101 Establishing outlets for USN and Military Sealift Command (MSC) Ships

1. The above procedures are not applicable in requesting AFRTS outlets for U.S. Navy ships. By prior agreements between the Navy and ASD(PA), since no host-governments or frequencies are involved, every U.S. Navy ship (including submarines), automatically becomes an AFRTS outlet as soon as one of the family of SITE (Shipboard Information, Training, and Entertainment) closed circuit television systems is installed on board the ship. AFIS must be an information addressee on the initial "on-air" message for each newly commissioned ship. This message becomes the source document for determining affiliation and "start-up" of AFRTS services. The NAVBCSTSVC supervises SITE installations and programming start-up and circuiting for Navy ships. For radio programming, the AFRTS Radio Tape Service (RTS) is made available to deployed Navy ships.

2. Military Sealift Command ships with military personnel assigned to their crews are eligible to become AFRTS Mini-TV outlets. MSC requests for Mini-TV service, playback equipment, and program materials are processed and supervised by the NAVBCSTSVC. AFIS must be an information addressee on the initial "on-air" message for each ship. This message becomes the source document for determining affiliation and "start-up" of AFRTS services.

2-102 Establishing an AFRTS Mini-TV Outlet

1. An AFRTS Mini-TV outlet varies somewhat in mission, establishment procedures, and operation from staffed outlets described in Article 2-100, above. The principal audience for AFRTS is made up of members of the Department of Defense and their family members serving overseas. Authorization for service is based solely on the need for service at any location. For Embassy locations, there is no objection to sharing the service with Department of State personnel.

a. The Mini-TV outlet is designed for those remote and isolated areas where a low-cost, self-contained, non-radiating system would meet the requirements of a small authorized audience.

b. The daily operation of a Mini-TV outlet differs because no additional personnel are assigned. All program scheduling and maintenance is handled by activity personnel. Equipment can be returned to a central maintenance facility in accordance with the circuit manager's instructions. Standard programming and operating procedures are delineated in Appendix G, the Mini-TV Outlet Controller's Operating Procedures.

c. Originally, Mini-TV outlets were defined as systems to be used only in a common viewing area such as a dayroom, wardroom, service club, etc. The only exception was to request additional "share sites" which share the AFRTS programming with the primary Mini-TV outlet without delaying the programming through the circuit. Share sites should not exceed two per primary outlet to prevent excessive tape wear and delay to the programming circuit.

d. A modification of the definition in paragraph 1.c., above, has allowed for "dispersed" viewing of the programming material. This mode of operation came as a result of locations without a common viewing area, or where, because of security reasons, gathering the audience in a common viewing area would be undesirable. Under this concept, the primary outlet can be operated in such a manner that viewing takes place in multiple locations with the program tapes checked in and out from a single point. The parameters for requesting this type of outlet are:

(1) Approval for the Mini-TV service involving dispersed viewing shall be on a case-by-case basis by AFIS.

(2) Mini-TV service for dispersed viewing shall only be approved for locations where there cannot be a common viewing area or security conditions make common viewing undesirable.

(3) A responsible custodian must be identified to check tapes in and out to authorized viewers. The name, title, address, and telephone number of the custodian must be included in the request for approval. Additionally, each successive custodian must be identified to AFIS and the appropriate circuit manager in the same manner.

(4) The Mini-TV program package must not be delayed as a result of dispersed viewing.

(5) "Share sites" shall not be approved for Mini-TV primary outlets that utilize dispersed viewing.

e. Funding for initial equipment and the first 2-year period of programming start-up costs is provided by the activity requesting Mini-TV affiliation.

2. Although the Geographic Area Managers (see Appendix B) have responsibility throughout the world, only the Navy and the Air Force have oversight responsibility for Mini-TV.

a. The Navy manages the Mini-TV program in North, Central and South America while the Air Force manages Mini-TV in the rest of the world.

b. All establishment requests for Mini-TV outlets are to be forwarded via the chain of command to the following organizations:

(1) Navy Broadcasting Service Detachment Los Angeles is the circuit manager for North, Central, and South American locations;

(2) Air Force European Broadcasting Squadron is the circuit manager for locations in Europe, Western Asia and Africa; and,

(3) Air Force Pacific Broadcasting Squadron is the circuit manager for locations in Eastern Asia and the Pacific Basin.

c. Defense Attache Offices' (DAOs) requests shall also be forwarded via the appropriate Geographic Area Manager and circuit manager prior to AFIS.

AFIS shall staff each DAO request with the appropriate headquarters-level office in Washington, D.C.

d. The Mini-TV circuit managers review and ensure all applications are complete, accurate, and forwarded through their appropriate Broadcasting Service to the Director, AFIS, for approval. The content of the establishment applications is similar to that contained in Article 2-100.3, above, with the exception of those items pertaining to radiating a signal and assigned AFRTS personnel. Each of the Mini-TV circuit managers shall provide specific application guidelines upon request.

e. Upon approval of a Mini-TV outlet, the appropriate Mini-TV circuit manager shall coordinate with the requesting activity to obtain the required VCR(s) and television receiver(s); coordinate with the AFRTS Broadcast Center in Los Angeles to start all authorized programming shipments; and, act as the Mini-TV outlet's circuit manager on a continuing basis.

3. An additional program service is available for those locations that are currently or will be served by a Mini-TV outlet and those locations that are not served by an AFRTS facility. This service is a version of the AFRTS Satellite Network (SATNET) that will require no additional personnel. AFRTS SATNET provides live news, information, and sports programming in addition to entertainment programming included in the Mini-TV weekly programming package. See Appendix F, "AFRTS Program Materials," for a description of SATNET programming services.

a. Provided the following conditions are met, activities served by current or future Mini-TV outlets can request AFRTS SATNET affiliation from AFIS via the Geographic Area Manager. In addition, USDAO requests shall be coordinated with appropriate headquarters-level offices by AFIS.

(1) Placing or building an earth station at the required location and receipt of the AFRTS signal is in concert with local and international (INTELSAT) agreements.

(2) The downlink site shall be recognized as an unmanned affiliate AFRTS SATNET location.

(3) The site must be registered with AFIS.

(4) The signal may not be rebroadcast. It may be used on the common viewing area Mini-TV system or an in-house cable distribution system designed to serve an authorized DoD audience.

(5) The funding for the earth station and associated installation costs is provided by the activity requesting the affiliation.

b. The requesting activity must provide to the Geographic Area Manager, with a copy to AFIS, an official mailing address and point of contact for AFRTS matters. Once received, application documents shall be forwarded by the Geographic Area Manager.

2-103 Modifications of Existing AFRTS Outlets

1. With the exception of designated AFRTS mobile broadcasting stations operating in emergency military contingencies or in actual combat zones during times of war, and ships at sea, the geographic location of AFRTS outlets shall not be changed without prior approval of the Director, AFIS. The Military Department concerned shall request AFIS approval with full supportive data 90 days in advance of any proposed geographical changes, and the appropriate Unified and/or Specified Command shall be kept informed. The Director, AFIS, shall be notified when the location of a land-based mobile broadcasting station is changed.

2. Any changes or modifications to equipment that shall materially alter the type of broadcast, the broadcast coverage area, or will result in a condition contrary to any host-country agreements, shall not be made without prior approval of the Military Department concerned in coordination with the appropriate Unified and/or Specified Command. The Director, AFIS, shall be advised in advance of such proposed changes.

3. Frequency assignment parameters (frequency, emission, power, or time restrictions) shall not be exceeded without the approval of the appropriate broadcast frequency assignment authority and the Director, AFIS.

4. Requests for establishing a relay station as an AFRTS outlet shall be considered only if it is intended to relay programs from an existing AFRTS outlet.

2-104 Station Identification

1. AFRTS Networks and Stations shall:

a. Identify themselves at least once daily, and at sign-on and sign-off, as "This is the Armed Forces Radio and Television Service," and at other regular intervals as may be required to comply with international and host-country regulations. Call letters, an identifying phrase, or a television on-air logo may be used if it has been assigned by the appropriate Military Department and approved by the Director, AFIS. If call letters or an identifying phrase has not been assigned, the network or station identification shall be made as follows: "This is the Armed Forces Radio and Television Service," followed by the city or base, geographical location, or name of Navy ship. Host-governments may require the use of call letters or logos.

b. Play the National Anthem of the United States at the normal sign-on and sign-off times, if not in contravention with an existing agreement with the host-country. Networks and stations operating 24 hours a day shall play the National Anthem at least once a day at the most appropriate time.

2-105 Emergency Announcements

1. Appropriate Unified and/or Specified Commands shall provide written policy regarding the airing of emergency announcements. The degree of emergency and the possible effects any AFRTS emergency announcements might have

upon the host-country "shadow audience" must be carefully considered in formulating such policy. In the event the policy authorizes the airing of emergency announcements, AFRTS outlets shall broadcast such announcements only upon clearance from an appropriate local commander and the AFRTS outlet commander and/or manager, who is responsible for verifying the emergency requirement.

2. "Exercise" announcements for recall, alert, or maneuver training may be broadcast by an AFRTS station if it is determined by the Unified and/or Specified Command that these announcements shall not have an adverse impact on host-nation sensitivities or sensibilities.

2-106 Direct Communication

1. Direct Communication is authorized between:

a. Independent AFRTS outlets, AFRTS Network Commanders, the appropriate Broadcasting Service (Military Department), Unified and/or Specified Command, ASD(PA), and AFIS concerning immediate operational and policy matters. Except for immediate operational matters, AFRTS outlets which are affiliates of a Network are not authorized direct communication with Unified and/or Specified Commands.

b. AFRTS outlets, the appropriate Broadcasting Service, and the Television-Audio Support Activity (T-ASA), concerning routine supply matters, procurement actions, maintenance data, new equipment training, technical engineering advice and site engineering assistance visits.

c. AFRTS outlets, the appropriate Broadcasting Service, Unified and/or Specified Commands, and the AFRTS Broadcast Center in Los Angeles, on routine program matters, other than spot announcements, such as new programming, program complaints, satellite transmissions, program restrictions, and advisories on program sensitivities. Mini-TV outlets and ships with AFRTS outlets shall channel all communications concerning programming through their appropriate circuit manager to ensure proper coordination.

d. Outlets and/or networks having any complaints about the content or scheduling of "Spot Announcements" are to relay those complaints to the Radio-TV Production Office (RTPO) in AFIS. Outlets should not take any complaints about spots directly to AFRTS-BC. They should, however, provide copies of any complaints directed to RTPO to their appropriate Broadcasting Service and to AFRTS-BC.

e. AFRTS outlets and host-country commercial or government broadcasters, with the approval of the Director, AFIS. This direct communication would be authorized for such local matters as lifting area programming restrictions and the use of satellite broadcasts.

2. All AFRTS outlets shall channel communications concerning such matters as broadcast policy, proposed changes in existing program services, outlet staffing, equipment procurement, standard operational procedures, host-command problems, manpower standards, administrative procedure problems, etc., to their appropriate Broadcasting Service, with an information copy to

the Unified and/or Specified Command when appropriate. Outlets are not authorized to contact program material suppliers unless specifically instructed to do so by AFRTS-BC. Problems that cannot be resolved at the Broadcasting Service headquarters level shall be taken to higher Military Department authority, and if necessary, to Director AFIS and/or ASD(PA) for resolution.

3. Direct communication is authorized at all times between the Broadcasting Services, the Military Department Chiefs and/or Directors of Information (Public Affairs), Unified and/or Specified Commands, and AFIS (ASD(PA)) on any AFRTS matter, and between the above and the AFRTS Broadcast Center, Los Angeles, and the Television-Audio Support Activity, Sacramento, CA, as appropriate.

4. AFRTS outlets and activities are authorized to lease commercial telex circuits and equipment due to the real time requirements of the worldwide broadcast mission.

2-107 Telecommunications

1. Established military standards for long haul (strategic) communications are to be complied with when the use of Defense Communications System facilities is anticipated. This is necessary in order to provide appropriate interface and compatibility.

2. Early planning concepts, as well as requests for establishing AFRTS facilities for broadcasting within the United States and possessions, shall be submitted through command channels to the Assistant Secretary of Defense (Command, Control, Communications, and Intelligence (ASD(C3I))). ASD(C3I) shall effect necessary coordination with the National Telecommunications and Information Administration (NTIA) and the Federal Communications Commission (FCC), and advise on consistency with national and departmental international telecommunications policy. The ASD(C3I) shall advise the appropriate Military Department whether or not an application for frequency assignment may be processed to the NTIA.

2-108 AFRTS Audience Surveys

1. Commanders of AFRTS networks are authorized to conduct formal and informal audience surveys to ascertain audience needs and reaction to AFRTS radio and television services. Formal audience surveys shall be conducted on a scientific basis with a probability of accuracy of at least plus or minus 5 percent. Station managers of outlets not affiliated with a network are also authorized to conduct such surveys if agreed to by their appropriate Broadcasting Service. Such local surveys are supplementary to worldwide surveys conducted periodically by AFIS.

2-109 Disestablishing an AFRTS Outlet

1. At least 120 days prior to the date an AFRTS outlet is no longer needed, or whenever a host-country will no longer grant permission for the outlet to operate, the AFRTS outlet shall forward a request to disestablish to the responsible Military Department, with an information copy to the Unified and/or Specified Command. The Military Department shall coordinate with the

appropriate Unified and/or Specified Command, explaining in writing the reasons that require disestablishing the outlet and requesting concurrence of the Director, AFIS.

2. Upon receipt of AFIS concurrence, the responsible Broadcasting Service shall:

a. Notify the appropriate U.S. Embassy or U.S. Country Team of the disestablishment, forwarding a copy of the notification to the Director, AFIS, and to the Unified and/or Specified Command.

b. Advise the JCS and ASD(C3I) when FCC jurisdiction is involved.

c. At least 60 days prior to disestablishing, request program material disposition instructions from AFRTS-BC.

d. In coordination with T-ASA, determine equipment disposition. At least 60 days before the final on-air day, furnish equipment disposition instructions to the outlet.

e. Notify the appropriate broadcast frequency assignment authority of the disestablishment.

f. In coordination with Military Department personnel detailers, plan as far in advance as possible for the transfer and/or further assignment of all outlet personnel.

g. Have the network and/or station commander and/or manager prepare an "after-action" report on the disestablishment, to include disposition of all classified materials, program materials and equipment, transfer and/or disposition of all personnel, and lessons learned to include recommendations. Original report shall be provided to the appropriate Broadcasting Service, with copy to Director, AFIS, and the Unified and/or Specified Command.

CHAPTER 3

Program Materials

3-100 Program Material Policies and Procedures

1. There are three appendices to this Regulation that establish policies and procedures for handling and controlling program materials and communications circuits under the control of the Armed Forces Radio and Television Service Broadcast Center in Los Angeles. Appendices F, G and H are edited, printed, updated and issued by AFRTS-BC. These appendices are ordered directly from the Commander, AFRTS-BC, and may be maintained separate from this Regulation for use in individual work centers. Recommendations for improving or updating program material policies and procedures may be submitted through Military Department channels to the Director, AFIS, at any time.

2. Appendix F, entitled "AFRTS Program Materials," contains all the information needed by AFRTS outlet personnel for handling AFRTS radio and television program materials. Appendix F explains the different types of program materials and the procedures for handling each type. All AFRTS outlets, except for Mini-TV outlets, should have at least two copies of the current Appendix F on hand.

3. Appendix G, entitled "AFRTS Mini-TV Handbook," contains all the information needed by AFRTS Mini-TV outlet controllers for handling Mini-TV program materials. Appendix G explains the handling and circuiting of Mini-TV materials only. All Mini-TV outlets and Circuit Managers should have at least two copies of the current Appendix G on hand.

4. Appendix H, entitled "AFRTS Telecommunications Circuit Management," contains information necessary for the Telecommunication Certification Office (TCO) and AFRTS station chief engineers to properly manage AFRTS-leased and/or controlled communications circuits. All AFRTS outlets, except Mini-TV outlets, should have at least two copies of the current Appendix H on hand.

3-101 Authorization and Ownership

1. AFRTS Program Materials (Program Services) shall be authorized for use only by AFRTS outlets that have been approved by the Director, AFIS. Requests for AFRTS programming services shall be made through appropriate Military Broadcasting Service command channels to the Director, AFIS, keeping the Unified and/or Specified Command informed.

2. All AFRTS program materials are under the custodianship of the Department of Defense at all times and are restricted for the use of AFRTS outlets only. All program materials distributed by AFRTS-BC are official U.S. Government property. All personnel involved in AFRTS shall take every precaution possible to guard against damage, loss, theft, unauthorized use, or piracy of these materials. The use or reproduction of any AFRTS program material, in

whole or in part, for any purpose other than official AFRTS outlet programming is prohibited without specific authorization by the Director, AFIS, with the following exceptions:

a. Outlets may delete material in entertainment programming to remove host-country sensitivities in accordance with established procedures. To facilitate this process, outlets are authorized to reproduce (dub) the original program. Such reproductions shall be erased immediately after airing. AFIS, AFRTS-BC, the parent Broadcasting Service, and the Unified and/or Specified Command shall be notified whenever deletions for host-country sensitivities are made.

b. Outlets may use short excerpts electronically edited (dubbed) out of radio and television shows or feature films for the sole purpose of informing viewers of upcoming programs. The use of these "promotional" excerpts shall meet specific criteria delineated by AFRTS-BC in Appendix F.

c. Outlets may tape programs for delayed broadcast or for the use of other outlets only with prior authorization obtained from AFRTS-BC. The same security measures apply to duplicate copies as to the original program. All duplicate copies shall be erased as soon as operational requirements are met. (Erasing of duplicates shall be attested to and certified by the Network and/or Station Commander and/or Manager). Duplicate copies shall not be retained without prior authorization from AFRTS-BC.

3-102 Restrictions

1. AFRTS Program Materials shall not be used:

a. On foreign or domestic commercial, private, or Government-owned broadcasting stations or cable systems without specific authorization from the Director, AFIS.

b. In a program originating from a military installation and broadcast or cablecast by a commercial station.

c. In any manner that constitutes competition with, or is detrimental to, commercial artists, copyright owners, or other private interests determined to be competitive.

d. For direct projection exhibitions.

e. Aboard Navy, Military Sealift Command, or Coast Guard ships, while the ships are in port and within range of U.S. commercial stations broadcasting or telecasting U.S. programs, except for official military information and training purposes.

2. Program materials (news, sports, etc.) locally produced by AFRTS outlets shall not be made available to commercial, private, or Government-owned radio or television stations or networks, or their representatives, without prior approval obtained through normal military public affairs channels.

3-103 Use of Program Materials

1. AFRTS program materials shall be broadcast as received from the AFRTS Broadcast Center. Editing, for any purpose, is prohibited without prior approval of the Broadcast Center, except as prescribed in paragraphs 3-101 2.a. and b., above.

2. Outlets may excerpt individual musical recordings from AFRTS radio programs for continuing local use.

3. Outlets shall not conduct fund-raising radiothons or telethons in support of the overseas Combined Federal Campaign (CFC).

4. Outlets may conduct fund-raising programs in support of command relief, welfare, and organizational activities within the limits of DoD Directive 5035.1 (reference (b)).

5. AFRTS spot announcements received in shipped programming shall not be "covered," deleted or edited. Outlets shall air all AFRTS spot announcements included in SATNET programming. Such spots shall not be "covered"; however, occasional deletions are permitted only in tape delayed sporting events for program timing and/or scheduling purposes. Spots shall not be edited, or footage extracted, for any use. Requests for exceptions to this policy must be forwarded through the Broadcasting Service to AFIS, Attn: Radio-Television Production Office (RTPO).

3-104 Remote Location Broadcasts

1. Outlets may use program materials furnished by AFRTS-BC for broadcasts originating from remote locations providing the following criteria are met:

a. Adequate justification exists to prevent broadcast of the program from the studios of the outlet.

b. The primary purpose of the remote broadcast is not to provide entertainment to the audience at the remote location.

c. The majority of the audience at the remote location is not comprised of foreign nationals. Remote broadcasts at command-sponsored community relations events are exceptions to this restriction.

d. The length of the remote broadcast conforms to similarly formatted programs broadcast from the studios of the outlet.

e. Upon termination of the remote, AFRTS program materials shall not continue to be used at the remote location.

3-105 Disposition of Program Materials

1. Program materials, including spot announcements, on hand at AFRTS outlets, shall be screened at least semi-annually to ensure that obsolete recordings, spot announcements, and films are removed from station libraries.

2. Outlets shall obtain disposition instructions for outdated program materials from AFRTS-BC. When disposal of the materials has been authorized by BC, the materials shall be disposed of in accordance with the furnished instructions and Network and/or Station Commanders and/or Managers shall forward certified statements of disposition to AFRTS-BC. Requests for disposition of spot announcement materials shall be directed through military channels to AFIS (RTPO).

3. All land-based AFRTS outlets, in coordination with their Host-Command and appropriate Broadcasting Service, shall have contingency plans for safeguarding, disabling and, when necessary, destroying AFRTS program materials and broadcast equipment in emergency situations that would warrant such action. Copies of such plans must be forwarded to the responsible Broadcasting Service headquarters. Sea-based AFRTS outlets shall also have a plan, as part of their outlet operating instructions, for the removal and/or destruction of program materials and broadcast equipment in emergency situations warranting such action.

CHAPTER 4

Programs

4-100 Authorized Programs

1. Except for those programs supplied or authorized by the AFRTS Broadcast Center and those specified in paragraph 2, below, no AFRTS outlet may broadcast or rebroadcast any program produced by private or commercial interests or foreign governments without the approval of the Director, AFIS.

2. Programs of appropriate content and adequate technical quality produced by official U.S. military sources (i.e., the internal information activities of the Military Departments) are authorized for use by AFRTS outlets.

3. In certain instances, programs, events, or ceremonies broadcast by a foreign government or agency may be considered of sufficient cultural or informational value to warrant broadcast by AFRTS outlets. No broadcast of this nature shall be made without the express permission of the originating or controlling foreign government or agency: Concurrence of the host-country team is required before such programs shall be used. Additionally, the appropriate Broadcasting Service headquarters and the Director, AFIS, shall be notified before airing such program.

4. The Military Departments (Broadcasting Services) authorize and encourage AFRTS outlets under their command to produce as much local programming as their assets and resources will allow, including live broadcasts (command information, news, sports, weather, interviews, base information, local community information, upcoming events, etc.) and spot announcements.

5. Navy Broadcasting Service shipboard SITE systems are authorized to be used to playback training and educational materials.

4-101 Foreign Language Broadcasts

1. Broadcasts in other than the English language may not be made without obtaining approval from the Director, AFIS, except as outlined below:

a. Those broadcasts designed to satisfy the needs of U.S. Forces speaking other than the English language.

b. Programs or announcements in the language of the host-country, with adequate English translation, addressed specifically to DoD personnel to increase their knowledge of the language and appreciation of the host-country, its customs, background, and people.

c. Official requests by the host-government to alert its civilian population of emergency conditions, such as storms, floods, and earthquakes. Such announcements must be confirmed and approved for broadcast by the U.S. Country Team or senior host-command. The appropriate Unified and/or Specified Command and the Director, AFIS, shall be advised of the circumstances and actions taken.

4-103 Unauthorized Programs

1. In the past few decades, audio and video pornographic materials have become prevalent and easily attainable within the United States and in many overseas areas. The airing, reproduction, or mere existence of audio and/or video pornographic materials within the premises of any AFRTS facility is prohibited and constitutes a violation of this Regulation. The airing, reproduction, or possession of any such materials within an AFRTS facility shall also be punishable under the provisions of Article 92, Uniform Code of Military Justice (UCMJ).

2. The airing or reproduction of any unauthorized audio or video program materials within an AFRTS facility shall also constitute a violation of this Regulation. Examples of such materials are: racist propaganda; audio/video materials whose sole purpose is to demean any race, nationality, or religion; materials promoting the use of drugs or alcohol, or promoting deviant or socially unacceptable behavior; material promoting religious cults; material promoting the overthrow of governments, etc.

CHAPTER 5

Internal Information

5-100 Use of AFRTS Outlets to Disseminate Internal Information

1. Although the normal perception of AFRTS by military personnel in overseas locations is one of entertainment programming, the primary purpose and most important product and service that can and should be delivered by AFRTS personnel and equipment is "Internal Information."

The purpose of AFRTS outlets is to keep their audiences informed and aware of whatever is happening anywhere that may have an effect on their lives and/or careers.

2. "Internal Information," as used in this Regulation, is meant to be an all-encompassing term including any and all of the following: News information from any of the civilian news sources of any nation or news opinion and commentary that is used on any major United States electronic medium (national or international information); information originating from the United States military installation commander, any of the subordinate or tenant commands, Unified or Specified Commands, or Allied Commands (Command Information); military information originating from the Department of Defense or the Military Departments (Service Information); local military installation news, local civilian community news, local special events on the installation or in the local civilian community, or "news-features" on individual personnel (Local Information); and any information for dissemination to military personnel, DoD civilians, and their family members as directed by DoD and/or the Military Departments.

3. Personnel at any AFRTS outlet may find themselves actively associated with the information programs of all branches of the Armed Services. Basic policy and guidelines are set by higher command, but outlet personnel are responsible for executing the dissemination of this Internal Information in electronic media format.

4. Unified and/or Specified Commanders, Military Base and/or Activity Commanders and Commanding Officers Ashore and Afloat shall not use AFRTS outlets for the programming of any materials except internal information and materials received from the AFRTS Broadcast Center, except as specified in this Regulation, without express prior authorization from the Director, AFIS.

5. AFRTS outlet personnel are responsible for keeping their audiences adequately and accurately informed. This requires correct programming and/or scheduling decisions. When in doubt about decisions of this nature, outlets should check with their appropriate Network or Squadron Headquarters, Military Department Broadcasting Service.

5-101 Purpose of the AFRTS Internal Information Program

1. The AFRTS Internal Information program has several distinct purposes:

a. To increase knowledge, professionalism, readiness, and pride in military service and to stimulate awareness of the military as a rewarding and productive career.

b. To establish the methodology and provide the access needed throughout the Department of Defense to ensure a free flow of all types of Internal Information to military personnel, no matter where they may be.

c. To provide information necessary for the "morale and welfare" of DoD personnel and their family members.

d. To assist individual citizens in uniform in appreciating the freedoms they are called upon to defend, in realizing their responsibilities under those freedoms, in comprehending the values of our Government and National Heritage, and in understanding the threats to our nation's security.

5-102 AFRTS Spot Announcements

1. The American Forces Information Service (AFIS) provides Commanders and Commanding Officers with policy guidance and completed informational "spots" for the dissemination of information to military personnel. These spots, which are generally 28 or 58 seconds in length, in both radio and television, replace the commercial availabilities within normal information or entertainment programs on AFRTS. Examples of these spots include, but are not limited to, such areas as: Military Benefits, Citizenship and Voting, Equal Opportunity, Retention, Code of Conduct, Drug and Alcohol Abuse, Orientation for Overseas Duty, Ecology and Environment, Standard of Conduct, Health and Physical Well-being, Military Career Opportunities, Education, Consumer Information, American and Military Heritage, Legal Affairs, Safety, Security, and similar topics.

2. AFRTS is an entity of the Department of Defense and, as such, is a non-commercial broadcast organization. Except as stated in paragraph 3 below, no commercial products or profit-making organizations may be mentioned in AFRTS spot announcements.

3. Spot announcements shall not mention the brand name of any product. To do so may be considered an endorsement by the Department of Defense and provide unfair competition with other products. This includes those products which carry the AAFES (Army and Air Force Exchange Service) brand name, and Navy Exchange products. Brand names may be mentioned in news stories if they are an integral part of objective reporting.

4. No prices shall be used in spot announcements, nor will spots solicit funds directly or indirectly unless specifically approved by the Director, AFIS. Exceptions are spot announcements produced for the annual Overseas Combined Federal Campaign if they are general in nature and do not highlight a single Agency. AFRTS outlets may also produce spot announcements that support fund drives sanctioned by the Military Departments and their major commands, such as Army Emergency Relief, Navy Relief Society, Air Force Aid Society, and similar campaigns.

5. Spot announcements shall not publicize gambling or games of chance, unless such activities are organized within U.S. military communities and

authorized by local Commanders for purposes of charity or morale and welfare. In the case of Command-authorized lotteries, names of winners may be mentioned in local news stories. Spot announcements shall be restricted to mentioning where tickets are available, and will not mention price, nor encourage participation in the lottery.

6. Spot announcements shall not promote membership drives for organizations requiring dues or a monetary fee for joining.

7. Local "Bulletin Board" programs may use brand names and prices when advertising personal items for sale or exchange by authorized members of the audience. All other policy statements contained in this chapter pertain to any locally-produced "Bulletin Board" type program(s).

8. With the exception of Network/Outlet local spot productions, all spot announcements will be produced or acquired, reviewed and approved for AFRTS use solely by the Radio & Television Production Office (RTPO), AFIS. Occasionally, sources will provide spot material directly to AFRTS locations. In such cases, the material should not be used. It should be forwarded to the RTPO for review and possible release to all AFRTS outlets. Any spot announcement aired on AFRTS, regardless of where or by whom produced, must be complementary to the DoD policies and other spot(s) released by the RTPO. An example would be not using spots promoting the sale of alcoholic beverages at the Class IV store, since DoD continually attempts to reduce the use of drugs and alcohol.

9. Spot announcements produced by local AFRTS facilities; the Regional Production Centers (RPC's); or by the Military Services as part of their Command/Internal Information mission, are the exception to paragraph 8, above, as pertains to the origination and approval for use on AFRTS.

10. Spot announcements released by the Radio & Television Production Office (RTPO), AFIS, and distributed by information cassette/disc or by program insertion (SATNET or tape/disc packages), are considered under the same guidelines and policies as any other program material released by AFRTS-BC. Consideration for use will follow the same host-country sensitivity guidelines as all other programs. Spots will not be covered or deleted within programs (unless previously authorized) and will be scheduled, as appropriate, when released on information cassette or disc.

11. Further guidance on programming, particularly in the area of lotteries, can be found in appendix F.

5-103 Religious Spot Announcements

1. Local stations may produce religious spot announcements that inform the audience of dates and times of authorized local religious services and events. Such announcements will not promote participation or membership in one religious group over another, nor will local spot announcements espouse the doctrine of a single religion.

2. Religious announcements not produced locally must be received only from AFRTS-BC. These announcements shall have been reviewed and approved by

the Armed Forces Chaplains Board (AFCB). Spots received from other sources may be forwarded to AFIS for a determination on their use.

3. Except for locally produced spots or programs, no religious material may be used without prior review and approval by the AFCB.

4. Further guidance on programming, particularly in the area of religious spot announcements and programs, may be found in appendix F.

CHAPTER 6

Logistics

6-100 Use and Disposal of AFRTS Assets

1. All potential excess facilities, systems, equipment, and items at AFRTS outlets and/or networks shall be reported by message or letter to the appropriate Broadcasting Service for disposition instructions prior to turn-in to the local support activity as excess.

2. The Broadcasting Service shall review potential excess materiel reported by their AFRTS outlets and/or networks for determination of asset retention and/or utilization under the following guidelines:

a. Retain assets within the Broadcasting Service when required for use by their other AFRTS outlets and/or networks.

b. All serviceable assets that were procured through T-ASA and are no longer required for use by outlets and/or networks under the cognizant Broadcasting Service shall be reported as potential excess to the Television-Audio Support Activity, Sacramento Army Depot, Sacramento, CA., in message or letter format.

c. T-ASA shall review potential excess listings and shall issue disposition instructions to the appropriate Broadcasting Service for: (1) Redistribution within the AFRTS system, (2) Redistribution within national audio-visual activities, (3) Reporting as excess to the local support activity under Military Department regulations.

3. The Defense Information School (DINFOS) shall report potential excess direct to T-ASA for disposition under the above guidelines.

4. This procedure shall assure maximum use of AFRTS materiel by AFRTS broadcasting outlets prior to release for further utilization by Military Department audio-visual activities or disposal action.

6-101 DoD AFRTS Project Code

1. Under the provisions of DoD Manual 4140.17-M (reference (e)), Project Code "3AR" has been assigned by the Department of Defense for use by all Services and/or Agencies to identify AFRTS tri-service (Army, Navy, Air Force) requirements and facilitate logistics support to AFRTS outlets worldwide.

2. The Defense Automatic Addressing System (DAAS) uses Project Code "3AR" to edit all mechanical requisitioning documents and forwards these documents to T-ASA for initial receipt and control over AFRTS-initiated requisitions regardless of the recorded Source of Supply (SOS).

3. Requisitions for materiel and parts that are common within the National Supply System, i.e., screwdrivers, wrenches, drills, mops, brooms, carpeting, bolts, nuts, washers, etc., which are available through GSA activities, shall not be honored by T-ASA unless the requisitioner specifically states in exception data that no other source of supply exists or is available. Requisitions in this category without exception data shall be passed immediately to the official SOS.

4. The use of Project Code "3AR" is mandatory on all manual and mechanical requisitioning documents for AFRTS-related materiel. Requisitions not bearing the DoD Project Code "3AR" shall be processed as ordinary low priority audio-visual requirements.

5. DoD Project Code "3AR" is for AFRTS use only. Any known misuse of this Project Code by activities other than AFRTS will be reported to AFIS.

6-102 Reporting Demand Data on Locally Procured Radio and/or TV Consumables

1. The following is the format for reporting demand data to T-ASA on radio and/or TV consumable items procured locally:

- a. Manufacturer Code and Part Number.
- b. National Stock Number (if known).
- c. Number of times procured and quantity procured.
- d. End Item and/or Sub-Assembly Usage.
- e. Statement that report contains demand data for locally procured items.

2. Demand data shall be reported monthly for radio and/or TV consumable items only. Report may be in message, teletype, or letter format. Attention symbol for T-ASA Logistics Division is ASBR-TV-B, Telex number 910-367-3785.

6-103 Recommendations for AFRTS Logistics and/or Supply Support

1. All AFRTS activities are encouraged to submit recommendations and/or ideas for improvement of the Logistics and/or Supply support of AFRTS operations.

2. Recommendations and/or ideas should be submitted to the respective Broadcasting Service for consolidation and forwarding to the Director, AFIS.

CHAPTER 7

AFRTS Physical Facilities Planning

7-100 New Facilities

1. Any overseas command considering establishing an Armed Forces Radio or Television station, or a combined Radio and Television facility, must give thought to the physical facilities required. In most cases, the gaining command is responsible for military construction and/or building rehabilitation funding that would be required for AFRTS outlets. Most existing AFRTS outlets have been established through the conversion and/or remodeling and/or restructuring of existing buildings. However, there are many things to consider in establishing broadcast facilities. Examples include type or level of service desired; location within the base; adequacy of physical security; size and relative locations of all related major functions, i.e., administrative spaces, studios, record and/or tape libraries, equipment maintenance, equipment placement, control rooms, ceiling heights, lighting, general acoustics, sound isolation and/or reverberation control, production and editing requirements, storage areas, etc.

2. Any plans to establish new AFRTS broadcast facilities must first be coordinated with the appropriate Broadcasting Service for physical adequacy and feasibility. This should be done even before any attempt is made to obtain host-nation approval for AFRTS broadcasting. Any modifications of existing AFRTS outlets must have the prior approval of the appropriate Broadcasting Service. The Broadcasting Services shall determine if any proposed modifications also require the approval of the Director, AFIS.

3. The Broadcasting Services have sample floor plans for adequate Radio, Television, or combined Radio and TV facilities. They also have sample Bills of Materials (BOM's) of the broadcast equipment and related accessories required for the operation of such facilities.

CHAPTER 8

AFRTS Broadcast Personnel

8-100 Training of Broadcast Personnel

1. The majority of AFRTS broadcasters will have received their basic broadcast training at the Defense Information School. While some may have had civilian broadcasting experience, others will have gained their experience only through on-the-job training. Therefore, a wide range of experience levels can be found at almost any AFRTS outlet. Broadcast maintenance personnel will have received most of their elementary training at equipment schools operated by their respective Military Department. Advanced training of either broadcast operations or maintenance personnel is the responsibility of each respective Military Department.

2. The efficiency and effectiveness with which an AFRTS outlet performs its mission is directly related to the qualifications of its assigned personnel. Broadcasting is people talking to other people to inform them, entertain them, and, in some cases, educate them. To be effective, it must be done well, or it should not be done at all. The time, effort, and money involved in establishing an AFRTS outlet shall be largely wasted if an amateurish staff fails to attract and sustain a substantial audience, or, through ignorance, becomes involved in areas sensitive to the host-nation. It is the responsibility of each Outlet Manager and/or Network Commander to have a strong training program in place at all times. All personnel assigned to an AFRTS outlet and/or network should have the opportunity to not only become more proficient in their own assigned duties through a valid training program, but should also have the opportunity to learn as many of the major tasks of other personnel as possible, not only for their own benefit, but for the benefit of the other AFRTS outlets where they may be assigned in the future.

8-101 AFRTS Personnel Staffing Standards

1. AFRTS joint work force staffing standards DoD 5122.10-STD-1 and DoD 5122.10-STD-2, (references (f) and (g)), have been developed based upon a DoD-mandated staffing study conducted by U.S. Air Force work force analysts, acting as DoD executive agent. These documents, along with DoD 5122.10-STD-3 (to be published) are to be used as the primary guide for staffing AFRTS outlets and for manpower and budgeting considerations in the DoD Planning, Programming, and Budgeting System (PPBS).

2. The proportionate share mix of the authorized and required staff shall be based upon the authorized audience of each Service within the geographical area, as reported by the Unified Command Population Statistics Report. Distribution of the derived work force within the geographical area shall be the responsibility of the Broadcasting Service. Distribution of the work force within a geographical area that effects another Service shall be coordinated with that Service before implementation. Each Service is responsible for ensuring its work force posture is as close to 100 percent of the authorized and/or funded requirement as possible.

3. AFIS is responsible for the publication and update of the AFRTS Joint Service Application Report (JSAR). The JSAR provides the worldwide work force requirements, authorizations, and staffing level of each military department broadcasting service; all negotiated MOU's/ISSA's; and is the source document in the planning, programming, and budgeting cycle to obtain any shortfalls in the required work force at Service level. Each Service shall provide for its area(s) of responsibility any changes in the work force structure contained within the most recent issue of the JSAR. Any facility that is jointly staffed shall have the work force level of staffing (authorized and required) coordinated with the other Service(s) involved prior to submission to AFIS for publication in the JSAR.

CHAPTER 9

Television-Audio Support Activity

9-100 The Television-Audio Support Activity (T-ASA) shall:

1. Provide commodity management functions for the Armed Forces Radio and Television Service as directed by ASD(PA). Commodity management functions include, but are not limited to, life-cycle management for all systems, end items, repairables, consumables, and commercial technical literature not otherwise stocked, stored, and issued by national supply activities and/or the respective Military Department inventory control activities.
2. Procure (based upon specific requirements and funds made available by ASD(PA) and the Military Departments), temporarily hold, and issue non-standard supplies and equipment required by AFRTS.
3. Procure and stock (to include National Stock Numbered items) fast moving, repetitive demand type items requisitioned by AFRTS activities.
4. Procure and stock (using funds made available by ASD(PA) and the Military Departments) end items, major components and repairable and/or float stock, when directed by ASD(PA).
5. Review and provide disposition instructions on all equipment and supplies reported as potential excess.
6. Provide new equipment training (NET) as required and/or requested.
7. Provide engineering support for new and existing AFRTS facilities when required and/or requested and funded by the requesting activity.
8. Provide notification to each Military Department Broadcasting Service pertaining to the timely submission of equipment procurement requests (OP/Capital Investment).
9. Provide engineering expertise on the selection of equipment for new requirements and replacement of existing equipment to ensure compatibility and maximum standardization, when requested by requiring organization.
10. Provide on-site logistics and maintenance advisory and technical assistance visits and appropriate training as required and/or requested and funded by the requesting activity.
11. Process "in-warranty" and repair cycle float requirements for AFRTS activities.
12. Provide supervision and engineering expertise to functions assigned to T-ASA, i.e., on-site surveys, project and/or system designs, procurement, issue, and installation of non-standard radio and television supplies and equipment.

13. Provide technical guidance on the maintenance and rehabilitation of existing AFRTS facilities.

14. Provide, at least semi-annually, a list of T-ASA-managed supplies and equipment to AFRTS activities.

15. Assign and furnish to AFRTS activities T-ASA-managed Management Control Numbers (MCNs) to include the use of MCNs on all supply documentation.

16. Develop, in coordination with AFIS and the Military Departments, specifications and standards for professional broadcast equipment for AFRTS facilities.

17. Maintain accurate, up-to-date cross reference files between National Stock Numbers (NSNs) and Management Control Numbers (MCNs) in order to facilitate inter-Service procurement and supply requirements.

18. Review jointly with AFIS and the respective Military Department Broadcasting Services, on an annual basis, all investment funded AFRTS equipment requirements, to include the AFIS/AFRTS out-year requirements and the budget and/or execution year for all the Broadcasting Services.

19. Provide the Broadcasting Services with regular project status reports, monthly fund obligation status reports, and the opportunity to participate in evaluation of solicitation specifications, technical evaluation of bids, and acceptance testing of equipment.

20. Because Navy Shipboard Information, Training and Entertainment (SITE) systems are an integral part of overall shipboard configurations, Navy Broadcasting Service is authorized to seek system development and procurement through usual Naval procurement activities.

CHAPTER 10

Inter-Service Support Agreements

10-100 Interservice Support Agreements

1. When a proposed or existing AFRTS outlet serves personnel of more than one Military Service, an "Interservice Support Agreement (ISSA)" shall be executed covering staffing, operations, support services, programming and internal information requirements. This agreement shall be initiated by the responsible Military Service in accordance with DoD Directive 4000.19 (reference (h)). Normally this agreement is executed at the time establishment is requested. A copy of these Interservice Support Agreements shall be provided to the appropriate Unified and/or Specified Command. Although Interservice Support Agreements are coordinated and staffed through the administrative chain of command for ultimate consenting approval by the cognizant Broadcasting Service headquarters involved, the ISSA's are normally initiated, signed, and executed at the lowest feasible level.

2. Budgeting and funding functions shall be performed by the responsible Geographic Area Manager (GAM) and/or Military Department. When a Military Department requests either a new service or an increase in present AFRTS service for an installation in another Military Department's geographical area of responsibility, the requester shall fund the new service, reimbursing the geographical area manager for the balance of the current fiscal year, plus 1-2 additional fiscal years until the geographical area manager can budget for such requirements at the next available budgeting opportunity. Within this time frame, the geographical area manager shall program and budget resources for the additional service. The pay, allowances (including subsistence), and permanent change of station expense of military personnel permanently or temporarily assigned to assist in the management, operation, or engineering of the AFRTS outlet shall be borne by the parent Military Department of those personnel. Where host-tenant support is provided by a command other than the one assigned control over the AFRTS outlet concerned, the requirement for reimbursement shall be determined in accordance with DoD Directive 4000.19 (reference (h)).

3. Military personnel authorizations for AFRTS outlets shall be shared by the Military Services in proportion to the respective audience size of each Service within the coverage area. For purposes of personnel authorizations, audience includes military personnel, DoD civilians, and family members. Where U.S. civilian personnel spaces are required, the proportionate share of these spaces and associated funds shall be transferred to the operating Service from the other Services at the time of outlet establishment, transfer, or in other circumstances. Conflicts concerning personnel authorizations that cannot be resolved at Broadcasting Service headquarters-level shall be adjudicated by the Director, AFIS, who also serves as Director of the Armed Forces Radio & Television Service.

CHAPTER 11

Physical Security of Personnel and Equipment

11-100 Physical Security Policy

1. It is recognized that AFRTS outlets are located in many geographical areas of the world that, at some time, could become subject to hostile actions between opposing forces and/or subject to terrorist threats or actions. AFRTS policy is to protect at all times, to the maximum extent possible, all assigned personnel, equipment, and facilities from hostile and/or terrorist threats or actions. While 100 percent protection against terrorist activities can never be guaranteed, several things can and should be done to lessen the degree of exposure to hostile force and/or terrorist threats.

11-101 Security Responsibilities

1. Network Commanders and/or Station Managers shall, in full coordination with their host-command and respective Broadcasting Service, ensure that plans and/or procedures for protecting against hostile threats and/or actions are addressed in Host-Tenant Support Agreements, Memorandums of Understanding and/or Inter-Service Support Agreements. This is a mandatory requirement. These protective plans and/or procedures must be based on various factors, which include mission requirements, available personnel resources, fiscal resources, host-command support, Unified/Specified Command and theatre commander requirements, and the severity of either imminent or long-term threats. Each Broadcasting Service shall have on file a copy of the physical security plans and/or procedures for each outlet under its control.

11-102 Minimum Physical Security Requirements

1. Each overseas AFRTS outlet (no matter where located and including remote transmitter facilities) shall be provided, by the agency responsible for the site's operation and maintenance, the following minimum protection:

a. A simple duress alarm system at studio and manned transmitter locations. An intrusion alarm system at all remote unmanned transmitter facilities.

b. Outdoor security lighting.

c. Security bars on all windows (or equivalent).

d. A cypher lock on primary access door and adequate locking devices on all interior doors.

2. All AFRTS Station Managers shall:

a. Have a valid physical security plan that realistically reflects local conditions and possible local threat environment.

b. Ensure that the station security plan is incorporated into the host-command security plans and/or procedures.

c. Review the station physical security plan annually and have it evaluated by a disinterested party.

d. Make certain that the host-command security police adequately check station security during their routine patrols and provide them with any special instructions.

e. Provide a copy of any security plan changes to their appropriate Broadcasting Service headquarters.

3. Physical Security plans and/or procedures must address at least the following areas:

a. Station access procedures. Access to AFRTS outlets must be tightly controlled at all times, even when there is no threat. In times of threat, use of access lists, 100 percent ID card checks, and increased use of security personnel may be appropriate. Measures that would deny unauthorized persons access to the station after an evacuation are also required.

b. Protection of assigned personnel. Personnel should be evacuated before the station is under a direct threat. In the early stages of a threat condition, station operations should be reduced to allow for the early evacuation of as many personnel as possible. Actions that involve unnecessary risk to station personnel shall be avoided. Each station must have a pre-designated safe-haven where evacuated personnel can gather and an established procedure of accounting for assigned personnel.

c. Station disablement. Station disablement procedures must reflect safety considerations, require only minimum technical knowledge, and avoid irreparable damage. Station disablement should be undertaken only when competent senior military authority in the operational chain-of-command has determined that enemy and/or terrorist takeover of the station is imminent.

d. Protection, removal and/or destruction of AFRTS program materials. The security plan must provide for the safeguarding, removal, or destruction of AFRTS program materials. There should be no hesitation about destroying the program materials if the situation so warrants.

e. Protection, removal, and/or destruction of all broadcast equipment. The security plan must address proper procedures for removing the broadcast equipment to a safe location before the takeover of a station becomes imminent, or the equipment must be destroyed if there is not enough time to remove it to a safe location.

f. Protection, removal, and/or destruction of key documents. Operational Plans (OPLANS), Standard Operating Procedures (SOP's), transmitter schematics, technical manuals, wiring diagrams, facility records, or other key documents that could possibly be used by hostile enemy and/or terrorist personnel to conduct broadcast operations must be removed or destroyed.

g. Chain-of-command notification procedures. The security plan must contain procedures for notifying the operational chain-of-command when the enemy and/or antiterrorism plan is activated. Network Commanders must assume that they may not be able to alert their affiliate stations through normal communication channels.

4. The AFRTS outlet (Station) Security Plan must acknowledge that the outlet may be required to continue operations (perhaps in a non-standard operating manner, i.e., automation system with recorded advisories, cable operation only, etc.) for as long as possible during a threat situation. Host-command base security plans should delineate the support required of the AFRTS outlet in abnormal situations. The base hostage negotiation team should be familiar with the outlet's capabilities and be allowed access to the outlet to support its activities. In any abnormal situation, every effort shall be made to support the host-command base actions, consistent with DoD Directive 5120.20 (reference (a)).

CHAPTER 12

Deploying AFRTS Resources During Contingencies and Exercises

12-100 Introduction

Navy Broadcasting Service is assigned executive agent responsibilities for AFRTS contingency operations. As such, NAVBCSTSVC has been directly involved in establishing broadcast detachments in Beirut, Lebanon; during "Bright Star '83" in Egypt; and in support of operations in Honduras.

12-101 Operational Plan for Deployment

A detailed operational plan for deployment of AFRTS resources, including procedures whereby Unified and Joint Task Force Commanders may request AFRTS during contingencies and exercises, is included as appendix E.

12-102 Other Contingency Assets

Military Department Broadcasting Services may develop contingency broadcast equipment to support off-air and theater contingency situations in their geographic areas of responsibility.

CHAPTER 13

Management Information System

13-100 General

1. A steady growth in the use of automated data processing equipment (ADPE) and particularly small computers has resulted in public laws, regulations, and policies at various levels of government. The policy of the Department of Defense is to improve productivity and mission performance through the application of end user computing technology and to document the resulting savings or productivity impacts. The computer-related objectives of AFRTS are to seek effective management of information resources by:

- a. Clarifying management responsibilities.
- b. Facilitating information sharing through standardization.
- c. Facilitating the cost-effective competitive acquisition and use of technology through centralized planning, development, and acquisition.

2. This chapter establishes policies, procedures, and responsibilities for the management of information resources within the AFRTS. It applies to all AFRTS activities using or contemplating the use of computers or word-processors. This chapter also describes minimal procedures for the accountability, care, and maintenance of information hardware and software.

3. For the purpose of this Regulation, information resources are defined as general purpose microcomputers and word processors intended for the creation, storage, processing, and retrieval of information to enhance the administration and operation of budget, property, maintenance, personnel, other office functions, or broadcast functions. This chapter focuses on small computers and/or word processors. That is, a computer or word processing system wherein the cost of the entire system does not exceed a first year cost of \$10,000 per work station. Information resources within AFRTS are standardized in accordance with DoD data processing and procurement policies. Because AFRTS information resources are used to conduct a specialized DoD mission, special care must be taken to ensure utilization, control, replacement, and disposition meet DoD objectives.

13-101 Responsibilities

1. The Director, AFIS, has appointed the AFIS Resources Manager as the Senior Information Resources Manager (IRM). The Assistant Director, AFRTS, coordinates and implements policies and actions for the satisfaction of IRM objectives within AFRTS. Responsibilities include:

- a. Supporting development of an IRM system for AFRTS activities.
- b. Developing policy, plans, procedures, and controls of information resources.

c. Assuring AFRTS IRM policies are consistent with public law and with policy of higher authority.

d. Designating an AFRTS IRM within the office of the Assistant Director of AFIS for AFRTS.

e. The Director, AFIS, shall act as the approval authority for all computer-related acquisitions for AFRTS activities worldwide.

2. The AFRTS IRM's responsibilities include:

a. Planning, coordinating, developing, and managing policy and procedures for the AFRTS IRM program.

b. Providing guidance on planning for and using information technology.

c. Evaluating IRM activities, procedures, and policies.

d. Maintaining accurate inventory records of AFRTS information resources.

e. Developing procedures to ensure information collections are justified; non-duplicative; meet essential needs; and are controlled, secured, and standardized.

f. Establishing and managing of AFRTS procedures to ensure effective economic acquisition and use of information.

3. The Director of each Military Department Broadcasting Service, to help provide for orderly application of information resources, shall insure that the Director, AFIS, is kept fully informed regarding IRM activities. At a minimum, the Director, AFIS, shall be informed of:

a. Identification of all information requirements.

b. Requests for modification of standardized AFRTS software and measures implemented to prevent modifications to AFRTS information systems or data without prior review and approval of AFIS.

c. Identification of information activities or requests for information that appear to be redundant or without sufficient value to warrant the expenditure of fiscal, human, material, or other resources necessary to fulfill them.

d. The current inventory of information resources within his or her activities or which are being used by his or her activity.

e. User-submitted applications software.

4. Locations with computer resources:

a. The complexity of information handling, and the highly pilferable nature of small computers, peripherals, and supplies make computer resources a high risk environment. The assignment of an Information Resource Manager and the education of users in the need for data discipline are highly desirable at any location using word processors or computers.

b. Information Resource Managers:

(1) Are responsible for monitoring awareness and adherence to established practices and policies regarding use of information equipment. Normally, the IRM becomes the focal point for information equipment utilization at a particular location.

(2) Serve as primary equipment custodian and point of contact for all information equipment and software at a particular location. This custodial duty does not include computer or automation systems dedicated solely to the physical control of devices (e.g., record and/or playback automation systems or similar control devices).

(3) May delegate custody of software and data control.

(4) Maintains integrity and security controls over official data files and manages program and/or application development at the location. No program and/or application development shall be performed locally without full identification of the requirement to, and subsequent approval by, AFIS. This requirement does not apply to developments requiring less than 4 hours to complete.

(5) Performs audits and/or self-inspections as required, but at least semi-annually, to insure that only Government work is accomplished on Government information resources, unauthorized software is not in use, and authorized software is properly maintained.

(6) Advises higher levels when maintenance or malfunction problems occur. Maintains a log of software and hardware malfunctions.

(7) Is responsible for requisition and control of expendable supplies required for local utilization of small computer resources. This includes, but is not limited to, diskettes, cartridge tapes, paper, ribbons, plotter pens, etc.

(8) Maintains current copies of required guides, instructions, and manuals in the small computer work space.

c. Small Computer Users:

(1) Shall submit requests for modifications or increases in small computer resources (hardware or software) to local Information Resource Manager for review and forwarding as necessary. Requests shall be forwarded via the AFRTS chain of command for validation.

(2) Ensure small computer resources are protected from damage or unnecessary wear and tear based on dust, dirt, smoke, debris, maltreatment, or liquids in or around the computer resources.

(3) Coordinate with local Information Resource Manager prior to beginning development of any program and/or application.

(4) Update software as authorized and document changes.

13-102 Operations

1. Proliferation of small computers has steadily increased during the past several years. Managers are beginning to realize the benefits that can be derived through their use. Proper management control of these systems is required to eliminate duplication of effort among users and maximize standardization. The function of information resources or computers is to provide improved support for management, operations, and maintenance and/or logistics requirements for AFRTS activities.

2. General Operating Provisions:

a. A copy of this Regulation and appropriate users' guides are required reading for all word-processors, computer users, and supervisors.

b. AFRTS computers and word processors shall normally be used as stand-alone systems or connected via the AFRTS Organizational Network of Extended Terminals (ONET). Interconnection with existing systems other than ONET must be approved by AFIS and be in accordance with the provisions of all host unit and/or community Automated Data Processing System (ADPS) policies.

c. AFRTS small computer operations do not require formally trained ADP personnel. No increases in manpower shall be authorized for managing, operating, or programming small computers in AFRTS.

d. AFRTS computers shall not be used for processing classified data.

3. Software developed or modified within AFRTS must be documented in an orderly fashion as development proceeds. Documentation should address three areas:

a. Program Use and/or Function. Prospective users must be able to determine whether the application program meets their functional requirements. This determination should be possible by examining the program use and/or function. Descriptions are prepared by the programmer and updated by individuals who modify applications.

b. System Operation. Information must be provided on how to load, set up, and access any given program. A short checklist is usually the most useful format. A step-by-step narrative that informs the user how to use every function and what data is appropriate for every field. This should be done in the style of the ONET manual and should use as many example screens as possible.

c. Program maintenance and/or modification. Programs do not remain static. A requirement to change a program, even if assigned to the original programmer, can be greatly facilitated by adequate program documentation. In addition to a well annotated program listing, the documentation should include a description of any data files used, identification of other programs using the same data file, and all programs involved in sequential or modular processing steps. For complex programs, logic diagrams or flow-charts usually facilitate understanding of the program structure and logic.

4. Small computer resources shall not be acquired without the written approval of the Director, AFIS.

5. Training:

a. Users shall be furnished with hardware, software, and all documentation necessary for hardware and software operation (e.g., manuals, operating system guides, etc.). Users are expected to read manuals provided and learn to operate small computer resources as soon as practical. Implementation of new systems or software shall include special training for selected individuals whenever possible. Such training shall normally be afforded to individuals identified by network and/or station commanders. Specially trained individuals shall be responsible for training others at their duty locations.

b. Self-paced correspondence or after-duty education courses are available in many areas. Users are encouraged to take advantage of such opportunities for personal and professional growth.

c. Users shall identify special training requirements through normal command channels.

6. Programming:

a. The availability of high quality, inexpensive, commercially developed software application packages is a critical element in user acceptance of end user computer technology. The Department's approach to software investment for end user computers shall emphasize selection and use of professional quality software in the following order of preference:

(1) Defense or public domain software packages that have already been developed and validated.

(2) Commercially available software packages.

(3) Development of custom software.

b. In those cases where software must be developed, established software management practices and standards should be followed. These standards are contained in DoD Instruction 7935.1 (reference (i)).

c. Software development shall be managed to assure that:

(1) Custom software is developed only in those cases where commercial or Defense standard systems clearly cannot meet the requirements.

(2) Software is as portable as possible.

(3) Software validation is conducted prior to operational use.

(4) Copyrights of purchased or licensed software are protected. Vendor-supplied software may only be used on the system for which it was purchased. It may not be copied except as authorized by the vendor (e.g., back-up purposes). In the event of a system failure or replacement, the software normally may be transferred to the replacement system.

d. Prior to any decision concerning producing a computer program for use on an AFRTS computer, consideration should include determination that an application or program does not exist at present, application is not under development elsewhere, and the proposed program is necessary to improve conduct of AFRTS activities. Normally, this shall be done by defining the requirement in a program abstract (see paragraph e. below) sent through command channels to AFIS prior to actual development of the application. If it can be done in less than 4 hours and may have application elsewhere, develop it and send it up to higher headquarters. If it will take longer than 4 hours, write up the requirement and send it to higher headquarters. Higher headquarters may then authorize the user or local IRM individuals to develop it or may develop it for them. When considering whether the development must be coordinated with higher headquarters, two factors rule:

(1) Does the application have uses at other AFRTS activities?

(2) Will it take longer than 4 uninterrupted hours to finish it?

e. A program extract shall accompany all requests for software development and developed programs when forwarded to higher headquarters. Functional users shall prepare and submit a program abstract to the IRM officer. The program abstract describes the general program application required by the functional agency. The Information Resource Manager shall forward the request through AFRTS channels to AFIS.

f. All software developed using Government equipment or time is the property of the United States and not the individual programmer. No individual copyright may be claimed on such software.

g. Commercially acquired software shall be accountable by manufacturer's serial number as a pilferable item. Replacement of software or hardware that was part of AFRTS systems must include the AFIS Director's approval prior to procurement actions.

7. Privately owned small computer equipment is not authorized for processing Government data. Non-standard systems may lead to waste or abuse of AFRTS resources and jeopardize standardization efforts. AFRTS activities shall be authorized to procure standard AFRTS hardware and software systems only. AFIS shall designate standard AFRTS systems. Utilization of privately owned small computers may also present problems when expendable supplies are needed.

13-103 Installation and Acceptance

1. Large computer systems require temperature and humidity controlled environments with air filtration systems to eliminate dust and other contaminants. They require complex power line filtering equipment and should not be used in carpeted rooms if they are to operate reliably. Fortunately, small computers are not as demanding. However, there are certain considerations in the choice of location that will have a direct effect on the computer's operation and reliability. This section addresses those considerations.

2. Most small computers will operate in any office environment. If the environment is comfortable for people, the small computers will generally operate with no special problems. Electrical connections should be made via electrical "spike" filtering devices whenever available. If direct sunlight is allowed to strike diskettes for an extended period of time, physical damage may occur.

a. A small computer system can be expected to serve well if allowed 50 square feet of floor space. Frequently less space will be available, necessitating special furniture, security and administration requirements.

b. To insure equipment accountability and security, a location should be chosen that restricts access to the small computer. In addition, data and software held on diskettes and other memory devices is subject to pilferage and vandalism and must be secured appropriately.

3. The IRM or designated representative shall be present for packing and/or unpacking of all small computer resources. The IRM shall notify all concerned (Broadcasting Service, AFIS, etc.) as appropriate of dispatch or receipt of small computer resources. Notification shall normally be via routine message traffic, within one duty day of dispatch and/or receipt.

a. Message reports should indicate:

(1) Reason for report.

(2) Complete description of items including serial number.

(3) Discrepancies.

(4) Shipper method and/or tracking data (e.g. Transportation Control Number).

4. Warranties for small computer resources are specified in purchase contracts. The IRM is required to fully understand warranties and comply with any requirements by the manufacturer to ensure coverage. Returning the warranty registration form and/or card is an especially important part of the requirement.

5. Any stray electrical charge contacting the system may erase files or otherwise destroy operating systems, software and hardware. Systems should be disconnected from power sources during electrical storms.

6. Dust particles can damage a small computer or cause erratic operation of the system. Plastic covers that generate static electricity should be avoided.

13-104 Security

1. Small computers, components, peripherals and supplies are vulnerable to pilferage. Proper management of access controls and data storage is essential to data integrity and security. Security policies call for certain minimal levels of protection (e.g., TEMPEST, labeling, memory clearance, etc.) for classified functions. Sensitive information includes classified information, personal information subject to the Privacy Act of 1974, source selection sensitive information, etc. Requirements for the protection of information shall be in accordance with DoD Directive 5200.28 (reference (j)) and DoD Directive 5400.11 (reference (k)). In addition, users are encouraged to consult appropriate security and privacy protection organizations when such processing is involved. Physical security and good supply discipline must be ensured.

2. Processing classified information on any small computer system in AFRTS is prohibited. Special construction and testing is normally required to achieve a TEMPEST authorization. Processing or storage of classified information on an AFRTS small computer system should be addressed at the local level as a security violation.

3. All users must safeguard systems of records with personal data (e.g., social security number, home address, etc.) in accordance with pertinent Service regulations. Storage media and printed materials must be clearly marked if they contain Privacy Act information. Generally, magnetic media including fixed discs must be afforded the same security required for paper containing the same information. Systems accessible by remote sites are especially vulnerable. Sensitive information must be removed from these systems when not under immediate control of authorized personnel.

4. Use of these assets for personal use, other than improvement of skills that enhance professional competence, is prohibited. In any case, computers shall not be used for games, generating documents for off-duty education courses, tracking sports pools, raffles, or other such activities. These resources may be used in conjunction with courses associated with approved official education courses on a non-interference with mission basis.

5. The IRM shall discuss the potential for fraud, waste, or abuse of small computers with every user on an annual basis or more frequently if necessary. An outline of the discussion shall be certified by the IRM, users, and senior management. This documentation is maintained as an indication of management effectiveness.

13-105 Maintenance

1. When a system malfunctions, it is the responsibility of the user, with the aid of the IRM if required, to attempt initial fault isolation. Appropriate maintenance forms should be used to report malfunctions to the maintenance activity, the same as for any other piece of broadcast equipment.

2. Actual repair, if needed, shall be via established manufacturer channels for equipment under warranty. If no warranty exists, the organization maintenance chief shall provide assistance and coordinate repairs. If special coordination with the manufacturer is required, the AFRTS IRM shall provide assistance.

CHAPTER 14

Payment of License Fees to Foreign Performing Rights Societies

14-100 Introduction

1. DoD Directive 5535.7 (reference (1)) requires payment of these fees subject to approval by the Judge Advocate General (JAG) of the Military Department designated for negotiating such an agreement.

2. The areas of responsibility for legal review of license agreements conform to geographic areas assigned to the Military Departments by DoD Directive 5515.8 (reference (m)), which provides single Service responsibility for the processing and adjudication of claims overseas. These differ from geographic areas of responsibility for the operation of AFRTS outlets overseas as designated in this Regulation. As a result, one Service may be assigned legal review of an agreement that has been negotiated by the contracting officer of a different Service.

14-101 Countries and Societies Requiring Payment

The following is a list of countries involved and the Foreign Licensing Societies to which payments are required:

<u>Country</u>	<u>Licensing Authority</u>
Belgium	Societe Belge des Auters, Compositeurs ed Editeurs (SABAM)
Canada	Composers, Authors, and Publishers Association of Canada, Rtd. (CAPAC)
Germany	Gesellschaft fur Musikalische Auffuhrungs und Mechanische Vervielfaitigungsrechte (GEMA)
Greenland	Selskabet Til Forvaltning AF Internationale Komponistrettigheder i Danmark (KODA)
Iceland	Samband Tonskalda og Eigenda Flutningsrettar (STEF)
Italy	Societa Italiana degli Autori ed Editori (SIAE)
Netherlands	Het Bureau Voor Muziek Autersrecht (BUMA)
Norway	Norsk Komponistforenings Internasjonale Musikkbyra (TONO)

Portugal	Sociedad Portuguesa de Autores (SPA)
Spain	Sociedad General de Autores de Espana (SGAE)
United Kingdom (includes Diego Garcia)	Performing Right Society (PRS)

14-102 Designated Contracting Offices

The following contracting offices are designated to negotiate agreements for the countries named:

U.S. Contracting Agency, Europe, Frankfurt, Germany:	Belgium Germany
U.S. Naval Regional Contracting Office, U.S. Naval Forces Europe, London:	Iceland Italy Portugal
U.S. Naval Facility, Argentia, Newfoundland:	Canada
Hq U.S. Air Force Europe Contracting Office, Ramstein, Germany:	Denmark Netherlands Norway Spain United Kingdom

14-103 Inclusion and/or Exclusion of FAR Clauses

Seven of the agreements include a "Successors and Assignee Clause." Insofar as concerns waiver of clauses, the Office of the General Counsel, OSD, indicates statutorily required clauses that may not be waived include but are not limited to: "Examination of Records by Comptroller General," "Audit Negotiation," "Costs plus percentage of costs (10 U.S.C. 2306 (a)), "Provisions controlling allowable costs (10 U.S.C. 2324)," "Gratuities," "Officials not to Benefit," and "Covenant Against Contingent Fees." Whether a deviation from the Federal Acquisition Regulations (FAR) should be granted to exclude other FAR clauses is a determination that should be made on a case-by-case basis after consideration of all relevant facts, and it should be made through established procurement channels at the behest of the contracting officer.

14-104 Agreement Requirements

Local contracting officers shall be required to negotiate for an irrevocable, nonexclusive, nontransferable, paid-up license to reproduce, arrange, translate, abridge, recast, deliver, dramatize, perform, or use, through any media, including but not limited to, radio, television, phonograph, motion-picture, and wired-sound systems; and in person, in public or private, in any

visual or audible manner, any and all of the literary, dramatic, musical, and artistic works in the Performing Rights Societies' repertories during the life of the agreement, which the United States Armed Forces are not otherwise licensed to use.

14-105 Coordination for Approval

Prior to execution by the local designated contracting officer, copies of the license agreement shall be forwarded to the Director, American Forces Information Service (AFIS), and to the Judge Advocate General (JAG) of the Military Department designated in accordance with the provisions of DoD Directive 5535.7 (reference (1)).

14-106 Payment of Fees

Effective Fiscal Year 1987, Performing Rights Fees are funded by AFIS (Germany excepted until FY '88). Fund citations shall be provided to the appropriate contracting offices annually on request. Following payment, copies of invoices shall be provided to the Director, AFIS.

CHAPTER 15

Providing Cable and Satellite Service Overseas (Non-AFRTS)

15-100 Overview

1. The American Forces Information Service, OASD(PA), through the Armed Forces Radio and Television Service Broadcast Center, is the only source authorized to negotiate for, procure, and distribute commercial and public broadcasting service programming to U.S. Forces overseas. Requests to bring additional radio and television broadcasting service to U.S. Forces overseas via non-AFRTS satellite receive stations and/or cable distribution systems must be approved by the American Forces Information Service.

15-101 Host-Nation Implications

1. Introduction of additional broadcast services into U.S. installations and/or housing areas overseas may impact many U.S. local command, DoD, and international agreements and regulations. Examples include, but are not limited to:

- a. Status of Forces Agreements.
- b. Host Nation sensitivity issues.
- c. International copyright laws.
- d. Host-country rules concerning the ownership of satellite receive dishes, cable ownership and installation, authority to downlink satellite programming, and so forth.
- e. Directives pertaining to Department of Defense and/or Military Department internal information programs.

15-102 Contracting for Commercial Radio and Television Service

1. Commanders may propose introduction of satellite receive stations and cable distribution systems into overseas military installations and housing areas. In many locations, providing this service is feasible, but English language service available in the U.S. cannot be seen on satellites serving most of the overseas audience. In addition, even the limited English language and/or U.S.-style television service (i.e., pay service such as Home Box Office (HBO) and Cinemax) may be encrypted to prevent unauthorized reception. Franchise agreements and/or payment of fees are required to receive these services. As a result, overseas Commanders should investigate very closely the service being offered to determine its acceptability. U.S. Forces overseas must insure that any agreements for service are not in contravention with U.S. copyright laws.

2. Commanders are authorized to pursue providing this service on their installations. Inquiries concerning satellite receive stations and cabling should be routed through the overseas Component and Unified and/or Specified Command Public Affairs Officers to DoD AFIS/AFRTS. In case of the Navy Broadcasting Service, which has been given responsibility by the Chief of Naval Operations for review of all proposals for cable at Navy installations both in CONUS and overseas, both inquiries and proposals shall be routed from the Unified and/or Specified Command through Navy Broadcasting to AFIS.

3. Unified and/or Specified Commanders shall ensure the following detailed guidance is followed:

a. If AFRTS programming is included on a commercial or military installed cable system, that service must be provided to DoD personnel at no cost to the member.

b. The AFRTS signal must be strictly limited to the authorized audience (members of the Department of Defense and their families). Failure to comply with this restriction will jeopardize programming being provided worldwide.

c. Costs for installing, operating, and maintaining this cable system shall be the responsibility of the local command. AFRTS funding shall not be provided for these systems.

d. Members of the Department of Defense may contract for additional program services offered by the contractor on an individual basis. However, these additional services can in no way be tied to the reception of AFRTS.

e. Cable contractors must provide the Unified and/or Specified Commander and AFIS detailed proof that they have the broadcast and distribution rights to the programming being offered. The responsibility to obtain and document this copyright clearance rests with the individual cable contractor.

15-103 Requesting Procedures

1. Local Commanders desiring to provide additional radio and television services shall submit their request through their overseas Component and Unified and/or Specified Command Public Affairs Officer to the Department of Defense, OASD(PA), American Forces Information Service. An information copy of each request shall be provided to the Military Department Broadcasting Service that has geographic area responsibility by the Unified and/or Specified Command Public Affairs Officer. Requests shall include the specific documentation identified in the preceding paragraph.

2. Additionally, requests shall include:

a. Indication that funding for the project is available.

b. Specific break-out of the services being offered and their cost to the Service member (i.e., services included on each "tier," individual premium channels, and "pay-for-view" offerings).

c. Unified and/or Specified Commands shall forward these requests with their recommendation to the Department of Defense, OASD(PA), American Forces Information Service, ATTN: AFRTS, 601 North Fairfax Street, Room 360, Alexandria, VA 22314-2007.

3. Navy Broadcasting Service has established an office for screening and supporting requests for cable from field commanding officers. All Navy requests shall be forwarded through channels to NAVBCSTSVC prior to submission to AFIS.

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APPENDIX A

DEFINITIONS

1. American Forces Information Service (AFIS). The Department of Defense-level organization responsible for administering the Armed Forces Radio and Television Service.
2. Armed Forces Radio and Television Service (AFRTS). A worldwide radio and television broadcasting organization that consists of: a. A headquarters element within the American Forces Information Service (AFIS), b. The AFRTS centralized management elements within the Military Departments, c. The AFRTS outlets and activities around the world, and d. The AFRTS Broadcast Center in Los Angeles, CA.
3. AFRTS Broadcast Center. A field activity of the AFIS located in Los Angeles, CA, that provides information and entertainment programming to AFRTS outlets.
4. AFRTS Mini-TV. A self-contained videotape playback system used in remote or isolated areas not accessible to an AFRTS television signal.
5. AFRTS Network. Two or more AFRTS outlets, authorized by the Director, AFIS, to disseminate programming through interconnecting broadcast quality transmission circuits. A network's outlets ordinarily "feed" a wide geographic area through transmitters, repeaters, cable, audio distribution or carrier current systems.
6. AFRTS Satellite Network (SATNET). The world-wide satellite distribution system that provides news, sports, information and time-sensitive entertainment programming to AFRTS outlets overseas.
7. AFRTS Outlets. Any facility authorized by the Director, AFIS, in accordance with established policy, to disseminate radio and/or television programming. An outlet includes AFRTS radio and television stations and networks, relay sites, transmitters, translators, Navy ships using AFRTS program materials, Mini-TV sites, and any other AFRTS broadcasting facility.
8. Censorship. The intentional withholding or editing of news, information, and entertainment programming, when such action is not supported by legitimate host-country sensitivities or by broadcast restrictions imposed by program owners.
9. Country Team. A council usually comprised of the senior members of the Embassy staff and other U.S. Government Agencies in a particular country. Actual make-up of the country team is determined by the Ambassador or senior Foreign Service officer in that country.
10. Host-Country Sensitivities. Topics that are restricted from broadcast on an AFRTS outlet when determined by the U.S. Embassy or U.S. Country Team, normally in writing, to be sensitive to the host-country concerned.

APPENDIX B

AFRTS Geographic Areas of Responsibility

In accordance with DoD Directive 5122.10 (reference (n)), AFRTS geographic areas of responsibility are assigned to the directors of the respective Military Department Broadcasting Services by the Director, AFIS.

The terms Geographic Area of Responsibility (GAR), and Geographic Area Manager (GAM), are, for the most part, interchangeable. GAM's are assigned to provide for a single point of contact for AFRTS matters within specified geographic areas. A geographic area (usually a single country or countries in close proximity to each other) is defined as the area served by a single AFRTS facility or by an AFRTS network. More than one Military Department (Broadcasting Service) may be designated a GAM within a single country or theater. Requests for new or altered AFRTS services within a country or theater shall be submitted through the responsible GAM and coordinated with each affected Military Department's Broadcasting Service headquarters before forwarding to AFIS for approval.

GAM's are responsible for maintaining an accurate, comprehensive list of contacts within U.S. Embassy Country Teams and Host-Nation governments, PTT's or associated radio and/or TV agencies and/or companies. The GAM, in conjunction with the appropriate Unified and/or Specified Command, is responsible for being knowledgeable of host-nation sensitivities and broadcast policies. The GAM is the AFIS representative for AFRTS matters in its area of responsibility, and as such shall serve all AFRTS Outlets in its area with equal consideration. The GAM is the initial voice of authority for U.S. military broadcasting and must be prepared to explain AFRTS policies to U.S. commands and Host-Nation and/or Country Team contacts.

All areas of the world, whether currently hosting any U.S. Armed Forces or not, have been assigned a GAM. If force deployment is initiated into any area, the affected Military Department shall be allowed to initiate AFRTS service in coordination with the designated GAM for that area. Each Department should be prepared to initiate Planning, Programming, Budgeting System (PPBS) action to support new force deployment, with AFIS assistance, as required.

If a Military Department deploys troops into an area where another Military Department is designated as GAM and no AFRTS service is available in the area, the deploying Military Department may, if desired, request GAM responsibility for the area.

The following denotes Geographic Area Management for AFRTS operations:

1. ARMY

- a. Central and Northern Europe (except Norway)
- b. Italy

- c. Korea
- d. Kwajalein Island
- e. Central and South America
- f. Johnston Island

2. NAVY

- a. Adak, Alaska
- b. Africa
- c. Antarctica
- d. Argentia, Newfoundland (Canada)
- e. Australia
- f. Bermuda
- g. Caribbean basin area
- h. Iceland
- i. Indian Ocean area
- j. New Zealand
- k. Moscow (USSR)
- l. Rota, Spain
- m. Greater Lisbon area, Portugal
- n. Middle East (except Saudi Arabia, Turkey, and Yemen)
- o. Nea Makri and Souda Bay, Greece
- p. New Guinea
- q. Navy, Military Sealift Command, and Coast Guard ships
- r. All Mini-TV in North, Central, and South America

3. AIR FORCE

- a. Alaska (except Adak)
- b. Canada (except Argentia, Newfoundland)

- c. Greenland
- d. Turkey
- e. Saudi Arabia
- f. Yemen
- g. Cyprus
- h. Greece (except Nea Makri and Souda Bay)
- i. Pacific (except Australia, New Zealand, New Guinea, Kwajalein and Johnston Island)
- j. Portugal (except greater Lisbon area)
- k. Spain (except Rota)
- l. Norway
- m. Mainland Asia (except Korea)
- n. United Kingdom
- o. Mini-TV world-wide except for North, Central, and South America
- 4. Deployment of AFRTS Resources During Contingency Operations and Exercises

Navy Broadcasting Service is tasked as executive agent to provide Unified Commanders or Joint Task Force Commanders with AFRTS radio and television service during times of contingency operations and exercise. The service consists of program packages from AFRTS-BC and locally originated production based on the commander's needs and requirements. Facilities available for deployment consist of mobile equipment shelters that have the capability to originate live and taped radio and television programming, and to transmit this programming to a military audience.

Personnel to operate and maintain these temporary AFRTS stations are provided from Navy, Army, and Air Force resources, the number of which depends on the level of broadcast service required by the command. Commanders may request a specific level of AFRTS service through the Joint Operational Planning System (JOPS). Equipment and personnel shall be deployed from the Navy Broadcasting Service Fleet Support Detachments at Norfolk, VA, and San Diego, CA. Navy Broadcasting Service will issue organizational clothing, small arms, and arrange for AFRTS-BC program service prior to deployment. Upon arrival at the site, the radio and/or television facility shall be operational within 24 hours.

Appendix E contains the OPLAN for deployment of AFRTS resources during contingencies and exercises.

APPENDIX C

HISTORICAL SUMMARY OF AFRTS

The inventive nature of the U.S. Service member resulted in the concept that has become AFRTS. The first military radio stations appeared in widely scattered overseas locations in the early days of World War II. Early records are incomplete since there was no official Government recognition of these broadcast operations. From these early radio stations came the Armed Forces Radio Service (AFRS) in 1942.

The first transmitting radio station was placed on the air in December 1941 at Kodiak, Alaska. In less than six months, all program material at Kodiak had been exhausted and the resourceful Service members wrote to Hollywood stars requesting programs of any type. The actors and actresses gathered transcriptions but were unable to ship them due to security regulations. Undaunted, the stars called the War Department in Washington for permission to ship their programs to the Army station in Alaska. This was the first inkling to the War Department that the Army owned a radio station.

On May 26, 1942, AFRS was officially established with a mission of providing program services, shortwave programs, and equipment for overseas areas. AFRS was to give Service members a touch of home and to combat Axis Sally and Tokyo Rose. Because of its proximity to talent and recording facilities, Los Angeles was selected as the headquarters for AFRS with experienced military and civilian writers, producers, musicians, technicians and entertainers brought together to form the staff. Broadcasting executive Colonel Thomas H. Lewis (for whom the annual Colonel Tom Lewis Award for Outstanding Military Broadcasting is named) was selected as the first Commanding Officer of AFRS and he quickly molded the talent and the technical specialists into a highly professional unit.

In 1945, the height of WWII, there were about 300 radio stations scattered all over the world. The end of the war brought considerable reduction in the AFRS system. In 1949, only 60 AFRS stations were in operation.

With the advent of the Korean War in the early 1950's, and again, in Vietnam in the 1960's, the AFRS system quickly expanded to provide the combat forces with radio and when feasible, television service.

Armed Forces Television began at Limestone AFB, Maine, in 1953. From this experimental station, it was determined that overseas television stations were feasible and relatively inexpensive. Within 3 years, more than twenty television stations were placed on the air around the world.

In 1954, the television mission was recognized and AFRS became AFRTS - The Armed Forces Radio and Television Service. (On July 1, 1969, AFRTS was redesignated as the American Forces Radio and Television Service. On October 1, 1982, the title reverted to its original Armed Forces Radio and Television Service). Today, AFRTS operates over 800 outlets in approximately 60 countries, on ships at sea, and in U.S. territories and/or trusts, serving more than 1.5 million U.S. military personnel and their families.

APPENDIX D

Broadcast of Opinions Contrary to U.S. Policy

The Director, AFIS, is charged with ensuring "a free flow of information and entertainment programming to overseas DoD personnel and their family members without censorship, propagandizing, or manipulation."

This essentially means that U.S. Armed Forces personnel, DoD civilians, and their family members serving in all overseas locations have a basic right to the SAME INFORMATION AND MISINFORMATION they would be receiving from their radio and television sets if they were residing anywhere in the United States.

In its agreements with U.S. commercial and public networks, the Department of Defense has assured these entities that AFRTS shall protect the integrity of all news programs and materials and that no change shall be made in the editorial content of any news programs and materials used. Additionally, AFRTS news policy shall be guided by the principle of fairness. This principle requires outlets to provide "reasonable opportunities" for the presentation of conflicting views on important controversial issues. This principle applies to issues rather than persons and does not require "equal opportunities."

The Armed Forces Radio and Television Service Broadcast Center in Los Angeles is the only source authorized to negotiate for, procure, and distribute commercial and public broadcasting programming for the use of AFRTS Outlets. AFRTS-BC follows the lead of the commercial networks in program selection. NBC, CBS, and ABC all have "standards and practices" departments that have served them, the advertisers, and the public well over the years. It would be inappropriate and presumptuous of AFRTS-BC to act as arbiters of taste and propriety. If it did, it would soon lose credibility with AFRTS listeners and viewers. This would damage its effectiveness and impact negatively on the morale of men and women serving overseas.

It is not at all unusual for AFRTS to be the target of complaints about the form and substance of the programs it airs. AFIS has defended the integrity of the AFRTS operation as an extension of the same radio and television service the AFRTS audiences could expect at home. That integrity has earned AFRTS a valid reputation as a totally credible voice. Ever since World War II our Service men and women overseas have relied on AFRTS for a free flow of information and entertainment without censorship, propagandizing, sensationalism, or manipulation. Our military broadcast personnel must do everything they can to ensure that AFRTS remains this way.

APPENDIX E

OPLAN FOR DEPLOYMENT OF AFRTS RESOURCES

DURING CONTINGENCIES AND EXERCISES

REFERENCES: DOD Directive 5120.20 (reference (a))
This Regulation
NAVBCSTSVICINST 3120.1B

AFRTS MOBILE CONTINGENCY OPERATIONS

CONCEPT OF OPERATIONS: Annex A

SUPPORT REQUIRED FROM HOST-COMMAND: Annex B

PERSONNEL QUALIFICATIONS FOR ASSIGNMENT: Annex C

1. SITUATION

a. General. Since its assignment as executive agent for AFRTS contingency operations, Navy Broadcasting Service mobile broadcasting detachments have deployed to Beirut, Lebanon as part of the Multi-national Peacekeeping Force; to Egypt as part of Exercise Bright Star '83; and to Honduras in support of exercises. These deployments were conducted because there was no existing AFRTS service in the affected areas. Navy Broadcasting has an inventory of eight equipment shelters, each containing the capability of transmitting AFRTS radio and television programming. Additional shelters are also available to serve as TV studios and storage facilities. Personnel to operate and maintain these temporary AFRTS stations are provided from Navy, Army, and Air Force resources, the number of which depend on the level of broadcast service required by the command. Personnel can also be augmented by two Naval Reserve units assigned to Navy Broadcasting Service. The broadcast shelters, personnel, and equipment are deployed from the Navy Broadcasting Service Fleet Support Detachments at Norfolk, VA, and San Diego, CA.

b. Assumptions. Friendly forces must have control of an area and the area should be relatively stabilized before broadcast operations can begin. Conditions must be such that U.S. forces have an opportunity to REGULARLY listen to radio and watch television. Broadcast operations can proceed under any degree of mobilization -- full, partial, or none.

c. Legal Considerations. Before radio and television broadcast operations can commence, permission must be granted by the host-government to operate the service. In situations where contingencies exist and the host-government is hostile, operations can be conducted without this permission. Radio service will require a frequency in the FM band between 88.1 MHz and 107.9 MHz, and TV will require a frequency in the VHF band. TV transmits on the NTSC system and

channel 8 (180 to 186 MHz) and channel 11 (198 to 204 MHz) are the only channels for which equipment is currently available. These frequencies are normally granted by the host-government unless hostilities exist, wherein any frequencies within the proper bands that do not contain interference can be used.

2. MISSION

The mission of the Navy Broadcasting Service mobile broadcasting detachments is to provide the Unified Commander and/or the Joint Task Force Commander with AFRTS radio and/or television service during times of contingency or exercise. This service consists of recorded radio and television programming from the AFRTS Broadcast Center in Los Angeles and locally originated productions from the detachment based on the local commander's needs and requirements. The capability of the detachments shall depend on the level of service requested through the Joint Operational Planning System (JOPS).

3. EXECUTION

Unified and Joint Task Force Commanders, or planners, may go to the JOPS data base and select one of four levels of AFRTS service required to support the operation (Annex A). Navy Broadcasting Service Headquarters (or Chief of Information duty officer after duty hours) shall be notified by message of the contingency or exercise, the level of service required, the location of the operation, the NLT date AFRTS service is to begin, what TV frequency is approved (Channel 8 or 11), what FM radio frequency is required (88.1 to 107.9 MHz), and information on shipping requirements to the point of embarkation. Navy Broadcasting shall notify the Air Force and Army Broadcasting Services who shall identify and direct the appropriate personnel to report to the point of embarkation on the date specified. If required, personnel and equipment must be at the point of embarkation not later than 72 hours following notification. The Navy Broadcasting Service Fleet Support Detachment Officer in Charge shall issue organizational clothing and small arms prior to deployment. Navy Broadcasting Service shall arrange for AFRTS-BC program service prior to deployment. Upon arrival at the site, the radio and/or TV facility shall be operational within 24 hours.

ANNEX A

AFRTS MOBILE CONTINGENCY OPERATIONS
CONCEPT OF OPERATIONS

Level of Service

<u>UNIT</u>	<u>CAPABILITY</u>	<u>PERSONNEL</u>
Mobile Broadcasting Detachment, Type I	Radio(FM) 18 hrs/day	USN E7 3221 CPOIC USN E5 IC4747 Tech USAF E5 79151 USA E5 71R20
Mobile Broadcasting Detachment, Type II	TV (VHF) 8 hrs/day (no local origination) Radio (FM) 18 hrs/day	USN 02 1650 OINC USN E5 IC4747 Tech USAF E5 79151 USAF E5 79151 USA E6 71R30 USA E5 71R20
Mobile Broadcasting Detachment, Type III	TV (VHF) 12 hrs/day (limited local origination) Radio (FM) 24 hrs/day	USN 02 1650 OINC USN E6 IC4747 Tech USN E5 J03221 USAF E7 79171 USAF E5 79151 USAF E5 79151 USA E6 71R30 USA E5 71R30 USA E5 26T20 Tech
Mobile Broadcasting Detachment, Type IV	Same as Type III Add SATNET	Same as Type III

EQUIPMENT

MBD Type I	Electronics shelter - 1 CONEX box - 1 WT 10,250 lbs/5.1 T Cube 980
MBD Type II	Electronics shelter - 1 CONEX box - 1 WT 10,250 lbs/5.1 T Cube 980

APPENDIX G

AFRTS Mini-TV Handbook

(Published separately)

APPENDIX H

AFRTS Telecommunications Circuit Management

(Published separately)